

## Testing Center Rules

Effective December 4, 2018

*The mission of the East Central College Testing Center is to be a leading provider of collegiate and community testing services by maintaining a secure facility, skilled and courteous employees, and a positive working relationship with students, faculty, and the public. The Testing Center adheres to NCTA Professional Standards and Guidelines.*

No list can cover every possible situation. By using the Testing Center, you agree to follow all posted rules and any instructions given by staff. If there is a conflict, rules from the exam sponsor will take priority.

1. You must act professionally, respectfully, and courteously while in the Testing Center. Staff may deny entry or end your exam if you are abusive toward staff or other test takers.
2. The Testing Center follows East Central College's [Academic Honor Code](#). You are responsible for knowing what actions violate this policy. Any violation will result in your exam being ended and reported to your instructor and the Office of Student Affairs.
3. A valid photo ID is required to take any test. Accepted IDs include an ECC student ID, current driver's license or state ID, military ID, or passport. Electronic IDs are **not** accepted.
4. No personal items are allowed in the testing room. This includes bags, wallets, large jewelry, keys, calculator lids, and anything in your pockets. Free lockers are available to store your belongings. You are encouraged not to bring items you would be uncomfortable leaving in a locker. The Testing Center is not responsible for lost or stolen items.
5. Per ECC Board Policy 3.20: *Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at College-sponsored or supervised activities*. Testing Center lockers may not be used to store weapon

6. Cell phones and electronic devices—including smartwatches and other wearables—are not allowed in the testing room. If you are found with one after entering, your exam will be immediately terminated.
7. Hats and headgear are not allowed in the testing room unless worn for religious or medical reasons. This allows testing staff to ensure proper proctoring and exam integrity.
8. Outerwear like heavy coats, parkas, gloves, scarves, and sunglasses is not allowed in the testing room. Light items (e.g., jackets, hoodies, sweatshirts) are allowed after visual inspection. If removed during the test, they must be hung on your chair—not placed in your lap or on the desk.
9. Food and drinks—including candy and gum—are not allowed in the testing room.
10. Testing Center staff may assign seats at their discretion
11. Only instructor-approved materials may be used during your exam. Testing Center staff may inspect and replace student-supplied calculators or headphones with Testing Center equipment if needed.
12. If scratch paper is approved for your exam, you must use the paper provided by the Testing Center. All scratch paper must be returned at the end of your exam, even if unused. To receive more paper during the exam, you must first return any used pages.
13. Restroom breaks are allowed but count toward your test time. You must get permission from Testing Center staff before leaving and before accessing any stored items, including medication. You may not leave the building during a break. Frequent or long breaks will be reported to your instructor. If you become ill or have a medical emergency, staff may end your testing session for your safety.
14. All activity in the Testing Center is monitored by audio and video. Recordings may be used to investigate potential misconduct

15. Talking is only allowed when speaking quietly with Testing Center staff. Talking to other test takers will result in the immediate termination of your exam.
16. You must leave the testing room promptly when you finish your test or when your time runs out. You are responsible for tracking your time. A wall clock is provided for your reference.
17. If all testing stations are full, staff may create a waiting list. Students will be admitted on a first-come, first-served basis. If you're taking multiple exams, you must rejoin the waiting list before starting your next test.
18. Only test-takers are allowed in the testing room. Others may not wait in the check-in area or gather near testing room windows or doors
19. Per ECC Board Policy 4.37: *Children aged 16 and under unaccompanied by an adult are not permitted on campus. No children will be allowed at any time in laboratories, study areas, computer labs, the Fitness Center or nearby locations, unless a child is an integral part of an instructional activity. Exceptions may be approved in advance by the appropriate administrator.* Testing Center staff is not permitted to look after unattended children, as this would place an unacceptable liability upon the College.
20. Testing Center hours are posted at the check-in desk and online. The last exam is issued one hour before closing—no exams will be given out after that time
21. All testing must be completed by the Testing Center's closing time. If you arrive late, you risk losing testing time. Any remaining time when the center closes will be forfeited.
22. The Testing Center does not act as a go-between or decision-maker for students and instructors. It is not involved in scoring exams. Any questions about exam instructions, availability, content, or grading must be directed to your instructor.