

## TESTING CENTER RULES AND REGULATIONS

The following guidelines have been developed for those Kirtland Community College students who are required or request to take their exams in the Testing Center.

- **Pictured Identification--Pictured ID is required.** A Kirtland student ID, passport and/or driver's license are acceptable forms of pictured ID. Proctors cannot issue exams without proper ID.
- **Personal Items--All personal items not intended to be used for test taking, must be securely stored out of the reach of students while in the examination room. This includes books, papers, laptops, purses, gloves, head-gear (hats and scarves), cell phones and other electronic devices. Cell phones must be turned off and are not allowed in the examination room. Testing Center staff are not responsible for lost or stolen items. No food or drinks can be taken into the examination room.**
- **Restroom Breaks**--It is advised that students take care of restroom stops before entering the exam area.
- **Unattended Children**--Children are not allowed to accompany individuals into the examination room; nor are unattended children allowed to remain alone in the service area.
- **Quiet Please**--One of the purposes of the Testing Center is to provide you with a quiet, undisturbed environment. Please take special care as you arrive and leave to maintain that quiet atmosphere.
- **Testing Materials**--Your instructor will tell you what items you are permitted to use during your exam. All scrap paper must be turned in with your exam. Testing proctors are not allowed to change any part of the instructor's directions or requirements.
- **Violation of Rules**--If a student violates the directions established by an instructor, or the guidelines of the Testing Center, the proctor has the right to collect the exam early. If the proctor asks for your exam early, please turn in it immediately and leave the area. The proctor has the right to investigate suspicious behavior, including electronic devices and materials not allowed in the examination room. The proctor will inform the instructor as to why your exam was stopped. Any further discussion should be directed to your instructor, not to the proctor.
- **Closing Time**--If you come to take a test during the evening hours, understand that you must complete your test by the scheduled closing time. Students will be given a 5 minute warning. Students cannot start a test and come back later to finish it. Uncompleted exams will be returned to the instructor.