Testing Center Student Procedures and Student Conduct Agreement

OFFICIAL PHOTO IDENTIFICATION IS REQUIRED

Admittance will not be allowed without proper photo identification. Identification must be current. You may present an RCC ID card, driver’s license, or passport. ID must be presented each time you take an exam.

PERSONAL PROPERTY

Personal belongings including handbags, backpacks, cell phones, hats, coats, jackets, scarves are not permitted at your seat. There are no exceptions. If you choose to bring personal items into the Center they must be placed in the storage area provided. RCC is not responsible for personal property brought into the Center. Consider leaving valuables at home.

NO FOOD OR DRINK

No food is permitted in the Testing Center. The only beverage allowed is water in a clear bottle with the label removed.

NO CELL PHONES OR ELECTRONIC DEVICES

Electronic devices such as cell phones and MP3 players are strictly prohibited. Ear pieces must be removed. If you choose to bring these into the Center they must be placed in the storage area provided. All such devices must be powered off. Settings of vibrate or silent are not acceptable.

You may not keep a phone at your seat. Phones cannot be accessed for any reason. If you must be on call due to an emergency situation, contact the RCC Security Office before you accept your exam.

Possession of a cell phone or electronic devices on your person even if powered off will be considered a violation of policy and you will be asked to leave immediately without completing your exam. Your instructor will be notified.

TESTING MATERIALS

No books, notes, notebooks, calculators, flash drives or other materials are allowed during testing unless specified by your instructor in writing. If found, materials will be confiscated, you will be asked to leave immediately without completing your exam. Your instructor will be notified.

Pens, pencils and assigned calculators are supplied by the student. Scratch paper will be provided by the proctor and must be turned in with the test.
TIME FRAME

It is your responsibility to allow adequate time to complete the exam. Testing Center hours are posted. Once a test begins it must be completed in the same sitting. You may not leave the room while testing.

NO BREAKS DURING TESTING

Once you have accepted your exam you may not leave the room for any reason including for breaks, to drink water, or to go to the restroom. If you leave for ANY reason your testing session is terminated and you will not be allowed to continue the test.

If you require breaks during a scheduled testing session consult with the Office of Accessibility Services, instead of the Testing Center, to arrange your session.

CONDUCT

The Testing Center provides a quiet environment conducive for testing. Avoid distracting others.

You will be monitored while taking the exam. You are expected to follow instructions given by Testing Center personnel.

Raise your hand and wait for the proctor to come to you if you need assistance during the exam. Do not communicate with anyone other than the proctor.

I have read and agree to abide by these RCC Testing Center Student Procedures and Student Conduct requirements.

I understand that failure to follow these Testing Center Procedures, or directions from Testing Center personnel, will be reported to my instructor and may be treated as an act of academic dishonesty. (Information regarding the consequences of academic dishonesty is available in the RCC Student Handbook, Code of Conduct, Section II, Academic Dishonesty.)

I understand that Testing Center personnel may end my test session at their discretion.

I understand that RCC is not responsible for my personal property brought into the Center.

__________________________________________
SIGNATURE

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DATE

__________________________________________
PRINT NAME