

TEST CENTER POLICY

No Cell Phones

Cell phones must be 100% off - not on vibrate or silent.

They must be put completely away.

They may not be accessed during the exam (even to check messages or time).

They may not be kept on the desk.

Test Center Code of Conduct:

Official Photo Identification such as a current Rockland Community College photo ID or a driver's license is required.

Testing Materials: No books, notes, notebooks, or other materials allowed during testing unless listed on the "Test Instructions" given to the proctor by the professor. Students caught with materials not specifically permitted by the instructor will have these materials confiscated, and the incident will be reported to the instructor. The student is responsible for bringing pencils and other needed materials. Any necessary scratch paper will be provided by the proctor and must be turned in with the test. } Calculators will be provided by Test Center Personnel. Students may not use their own calculators unless a scientific or graphing calculator is required by the instructor.

Scheduling: Once a test is handed to the student, it must be completed in that one sitting. Test Center Hours are posted. It is the student's responsibility to allow enough time for a test.

Electronic Devices: The use of cell phones and MP3 players is strictly forbidden. All devices must be completely turned off; they may not be on vibrate or silent. Devices (including earpieces) must be put completely away; they may not be accessed during the exam (even to check messages) or kept on the desk. Any use of an electronic device during a test will be considered cheating. This will be strictly enforced.

Failure to follow Test Center Policy or Test Center personnel instructions will be reported to the instructor and may be treated as an act of academic dishonesty. For more information, please consult the Student Code of Conduct, Section II, Academic Dishonesty.

I have read the policy regarding identification, testing materials, and scheduling.

I have read the policy regarding cell phones and electronic devices.

I understand that my cell phone(s) must be completely off. That means not on in any fashion - not on vibrate and not on silent.

I understand that I must not take my cell phone out during the exam even to check messages or to check the time.

Date, Signature

Print name