

## Assessment Center: Prohibited Items Policy

This policy guide outlines the items that are strictly prohibited in all testing rooms, to ensure the integrity and security of the examination process. All candidates are required to adhere to these guidelines and are encouraged to review this policy guide thoroughly to ensure understanding and compliance.

### Prohibited Items

Including but not limited to:

#### Electronic Devices

- Mobile Phones: All types of mobile phones are prohibited.
- Smartwatches: Including any wearable technology with communication capabilities.
- Tablets and Laptops: Any form of computing device.
- Earbuds and Headphones: Including wireless earbuds and noise-canceling headphones.
- Calculators: Unless explicitly allowed by the exam guidelines.
- Digital Pens: Any writing instrument with digital capabilities.
- Any other electronic device capable of storing, transmitting, or receiving information.

#### Communication Devices

- Bluetooth Devices: Any device capable of wireless communication.
- Walkie-Talkies: Any form of two-way communication device.
- Pagers: Including any device used for receiving messages.
- Any other communication device used for sending and/or receiving.

#### Storage Devices

- Internet-Based: Any online storage option (e.g., Google Drive, OneDrive, Dropbox, etc.)
- USB Drives: Any portable storage device.
- External Hard Drives: Including SSDs and HDDs.
- Memory Cards: Any form of removable storage media.
- Any other device capable of storing or transferring data.

#### Wearable Technology

- Smart Glasses: Including augmented reality glasses.
- Fitness Trackers: Any wearable device with tracking capabilities.
- Electronic Jewelry: Any jewelry with electronic components.
- Watches: Including analog, digital, and smartwatches, are prohibited.
- Any other wearable item containing a battery or power source.

#### Miscellaneous Items

- Books and Notes: Unless specified as allowed by the exam guidelines.

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- **Bags and Backpacks:** All types of carrying bags.
- **Food and Drinks:** Unless medically necessary and approved in advance.
- **Weapons:** Any form of weapon or item that could be used as a weapon.
- **Other Unauthorized Items:** Any item not explicitly allowed by the exam guidelines.

## Enforcement

Candidates found in possession of any prohibited items will be subject to disciplinary action, which may include disqualification from the examination and reporting to relevant authorities.

### Pre-Exam Check

- **Visual Inspection:** Proctors will visually inspect each candidate for prohibited items.
- **Electronic Detection:** Use of metal detectors or electronic scanning devices to detect hidden electronic devices.
- **Declaration Form:** Candidates must sign a declaration form stating they do not possess any prohibited items.

### During Exam

- **Random Checks:** Proctors may conduct random checks during the exam to ensure compliance.
- **Monitoring:** Continuous monitoring through CCTV cameras and proctor observations.

### Handling Violations

- **Immediate Action:** If a prohibited item is found, the candidate will be given the opportunity to voluntarily submit the item(s) to the testing staff. Failure to do so may result in immediate removal from the testing center.
- **Documentation:** Proctors will document the violation, including the candidate's details, the prohibited item, and the circumstances of the discovery.
- **Confiscation:** If allowed to continue testing, confiscated items will be securely stored until the examination session is complete. Personal items will be returned to the candidate upon departure. However, items suspected of being used for misconduct or containing unauthorized content may be retained as evidence and subject to further review by the proper authority.

### Escalation Protocols

- **Initial Report:** Proctors will submit an initial report to the course instructor or sponsoring authority and the Director of the Assessment Center.
- **Investigation:** The Director and instructor/sponsor will conduct a thorough investigation- including but not limited to any combination of CCTV footage review, examining reports, interviewing staff, and conducting a candidate interview.

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- Decision: After investigation, the instructor/sponsor (in conjunction with the Director) will decide appropriate action, which may include disqualification, suspension, or other disciplinary measures.
- Appeal Process: Candidates have the right to appeal the decision. Appeals must be submitted to the instructor/sponsor, or possibly Dean of Students, following any procedures they have outlined.

Adherence to these policies is essential to maintain the integrity and fairness of the examination process. Candidates are expected to comply fully with these guidelines to ensure a consistent and secure examination experience.

Policy exemptions may be granted for documented medical needs or specific testing accommodations. Candidates requiring exceptions should notify the testing center staff prior to the exam and may require further approval from designated authorities.