

Assessment Center Course Testing Policies & Procedures

For Students / Testers

ID Policy

- A **valid, physical photo ID** with your full name and photo is **required** to test.
 - Photos or digital copies of IDs will not be accepted.
 - Students without the proper ID will be turned away without testing.

Testing Policies

- For regular weekly course testing students may walk in at any time within operational hours to take tests.
 - Updated hours are posted on the Assessment webpage.
- All personal items (e.g., backpacks, purses, coats, hats, phones, smartwatches) must be locked in a provided locker before testing.
 - Electronic devices must be turned off before being stored.
 - Refusal to store personal items will result in denied testing access.
 - The Assessment Center is not responsible for lost or stolen items.
- For questions about what is allowed on your test, please consult your instructor directly.
 - No outside materials are permitted unless pre-approved by the instructor.
- Only scratch paper provided by the Assessment Center may be used.
 - All scratch paper must be returned to staff before leaving.
 - No answers or notes (correct or incorrect) may be taken out of the Assessment Center.
- All tests must be submitted by the posted closing time for that day.
 - On days when the Assessment Center Course lab closes at 5:00 p.m. with the rest of the college, all tests will be submitted at 4:45 p.m.
 - All timekeeping follows Assessment Center clocks.
 - Tests not completed by closing time will be submitted as is.

- Any incidents involving unauthorized materials or academic dishonesty will be reported to Instructor(s) and Department Chair.

Additional Information

- The Assessment Center does not allow **children to wait in the testing area.**
- Students with documented accommodation needs should contact the **Accessibility Office** at **217-353-2338** for further assistance.