

Assessment Center Supplemental Testing Policies & Procedures

For Students

ID Policy

- A **valid, physical photo ID** (with full name and photo) is required for all exams.
- Pictures or digital copies are not accepted.
- Students without a valid physical ID will be turned away.

Attendance, Cancellations, and Rescheduling Policies

- Instructors will submit all Supplemental testing requests on behalf of students.
- For specifically scheduled tests (e.g., make-up or supplemental), students must arrive on time if a specific start time is designated by the instructor.
 - Arriving **15 minutes or more late** results in forfeiting the appointment.
- Missed appointments require rescheduling through the instructor.
- Students may cancel a scheduled Supplemental exam by calling **217-351-2432**.
- Rescheduling must be done by the instructor.
- After 3 no-shows, students will be barred from further appointments until further review.

Personal Belongings

- All personal items (including coats, bags, hats, electronic devices, and watches) must be locked in provided lockers.
- Electronic devices must be turned off before storing.
- Refusal to store items results in denial of testing.
- The Assessment Center is not responsible for lost or stolen items.

Testing Conduct

- No outside materials are permitted unless pre-approved by the instructor
- Students must use only the scratch paper provided by the Assessment Center.
 - No answers or notes may be taken out of the Assessment Center.
 - All scratch paper must be returned to staff before leaving.

- All times are based on Assessment Center clocks. Tests not completed by closing will be submitted **as-is**.

Accommodations

- Students with documented accommodation needs should contact the **Accessibility Office** at **217-353-2338**.