

Testing Center Information and Policies

Student Version

Room R274

Fully online or hybrid/mixed-mode course exams (includes courses taught using D2L and MyMathLab), make-up exams for all courses, Accuplacer placement, and for students requiring extra time or a distraction-free environment (students must see the Disability Services Coordinator First) and provide the appropriate card when testing.

Testing Center hours vary, depending on the semester. To find the current hours, go to: <http://students.gfcmu.edu/testing>

Please view the following procedures prior to using Testing Center Facilities. By making an appointment to use the Testing Center or walking in to use the Testing Center services, you are verifying that you have read and understand the following policies and procedures.

1. **Exam Appointments Are REQUIRED**

- a. To schedule an appointment please fill out the appropriate form at <http://students.gfcmu.edu/testing>
 - i. Appointments should be requested via email form at least 24 business hours in advance of the desired date/time.
 - ii. All Students will schedule online unless they work with the Disability Services Coordinator
 - b. A request does not guarantee the appointment. Confirmation of the appointment will be provided via the email you listed on the request form as late as the morning of your appointment—be sure to check your spam/junk mail box.
 - c. Students are responsible for requesting a test time that will allow for adequate time to complete the exam.
 - i. **ALL EXAMS** must be completed by the Testing Center's closing hour for that day.
 - ii. Testers **WILL NOT** be permitted to remain in the testing center **AFTER HOURS**.
 - iii. If the student decides to take their test without the adequate time, they will be required to fill out a time waiver.
 - d. It is the student's responsibility to know who their instructor is, the course name & number, the exam time limits, exam availability dates, and exam restrictions.
2. Please plan to arrive 5 minutes prior to the start of your scheduled exam time. Due to limited testing space, anyone arriving more than 10 minutes late, may be required to reschedule
 3. Be prepared to show a **VALID** photo ID in order to test. Examples: Driver's license, GFC MSU Student ID, Military ID, State Issued ID, Passport, or Tribal ID.
 4. **No Personal items** are allowed in the Testing Center, this includes but is not limited to: cell phones, wallets, purses, backpacks, coats, hats, iPod, Smart Watches, and MP3 players.
 - a. Books, Notes and Calculators may be authorized if given written consent by the Instructor.
 - b. All personal calculators will have memory erased before entering the Testing Center.
 - c. Lockers will be provided for all personal items. The lockers are 10 ½" deep x 11 1/2" wide x 22 ½" high. Please plan accordingly as the testing center staff WILL NOT watch any personal items not locked in a locker.
 - d. Power down **ALL** electronic devices prior to storing them in the locker.
 5. Calculators, scratch paper and/or pencils will be provided only if the instructor gives prior written approval.
 - a. The Testing Center has a limited number of graphing and business calculators available for your use.
 - b. Scratch paper **MAY NOT** be taken away from the Testing Center.
 - c. Completed paper exams and scratch paper must be submitted to the proctor.
 - d. For Face to face classes doing a paper exam, scratch paper will be stapled to the completed exam.
 - e. Students are responsible for knowing if their proctor collects scratch paper.
 6. Please help us to accommodate students and employees who are chemically sensitive to fragrances and other scented products. Thank you for **NOT** wearing perfume, aftershave, scented hand lotion, fragranced hair products, and/or other strong scented smells.
 7. You are **NOT** permitted to leave the Testing Center once the exam is started unless instructor gives prior written approval. Emergency situations will be handled on a case-by-case basis.
 8. **NO FOOD** is allowed in the Testing Center. Covered drinks are allowed, at the discretion of the proctor on duty.
 9. Children are not permitted in the Testing Center. (Policy 605.1, GFC MSU Policy & Procedure Manual)
 10. A recording surveillance system is installed to help monitor the Testing Center area.
 11. Academic honesty and integrity are fundamental to the mission of the Testing Center. Academic misconduct **WILL NOT** be tolerated (Policy 300.40, 300.41 and 300.42, GFC MSU Policy & Procedure Manual)
 12. An Incident Report **WILL BE** completed and submitted to the course instructor and department chairperson for any infractions relating to the above procedures.