

Academic Success Center

Testing Policy and Procedure for Students

The Testing Center is located in the Library in Phiher Hall, Room 100 (Upstairs)

- ♦ A current photo ID is required for all testing – photos of IDs are not allowed.
- ♦ Please know your Instructor's name and the course and title of the exam you are taking.
- ♦ You need to know all of your logins and passwords to access your tests before starting your exam.
- ♦ Only instructor approved, test related materials are allowed in the testing room.
- ♦ All personal belongings will be stored in lockable lockers outside the testing room. This includes phones, electronic watches, purses, bookbags, water bottles, food, etc.
- ♦ Personal laptops may not be used in the testing room.
- ♦ The ASC does not provide calculators and cell phones may not be used as calculators for testing. You may bring your own calculator to use, if allowed by your instructor. There are basic and scientific calculators installed on the computers in the testing room.
- ♦ Exams must be finished in one session. If you leave before finishing the test, you cannot return to finish unless approved by your instructor.
- ♦ *If you have testing accommodations, please let the staff member at the testing desk know upon check-in.*



Gotta have your picture ID to take a test at the ASC!

No Cell Phones allowed in Testing room.



Do you know all of your usernames and Passwords?
Do you know your instructor's name and the course name and number you are taking?
Make sure you know before coming to take a test!