

General Information

- You must present photo identification to take a test in the Test Center. Acceptable forms of identification include DSLCC ID, driver's license, state issued identification card, military identification, and passport. If you don't have photo identification, your professor may accompany you to the Test Center for personal identification (you must take the test at that time).
- Testing ends 15 minutes prior to closing. Please allow yourself enough time to finish your test at least 15 minutes before the published closing time.
- The use of cell phones and other electronic devices including pagers, portable stereos, radios, and headphones is not permitted in the Test Center. All electronic devices must be turned off and cannot be visible. If a device is accessed, rings, or vibrates, while in the Test Center the test will be taken, submitted, and reported to the instructor.
- Food and drinks are not allowed in the Test Center.
- Only people who are taking a test are allowed in the Test Center.
- When you arrive at the Test Center, you will be asked to fill out the Test Cover Sheet (TCS). You may fill this out before arriving at the Test Center by going to www.dslcc.edu/testing and printing the Test Cover Sheet.
- Pens and pencils are not provided. Please come prepared with the necessary writing utensils.
- Only authorized materials are allowed on the desk top while testing. Purses, bags, and backpacks may be stored under your chair or table. The Testing Center assumes no responsibility for personal belongings.
- Maintain quiet, avoid distractions, and follow all instructions of the proctor. Problems with testing may be discussed with your proctor prior to leaving.
- Seats in the Test Center are on a "first-come, first-served" basis, unless an appointment has been scheduled.
- When your exam has been completed, all exam materials, including scratch paper, must be given to the Testing Center staff. You may not leave with any notes or any portion of the exam.
- Testing Center personnel may end a test session if all directions and procedures are not followed.

Information Provided by Your Professor

- Contact your professor if you have any questions regarding the test(s) you will be taking in the Test Center, e.g., the dates you may take the test, the amount of time you will be allowed, and/or the aids (notes, textbook, scratch paper, calculator, etc.) you should bring.
- **Test Center staff will adhere strictly to your professor's written instruction. They cannot administer tests on unauthorized days, allow the use of unauthorized aids, grant extra testing time, or allow unauthorized breaks.**
- **You may not leave the testing room during a test unless otherwise noted by your professor.**

Academic Integrity

Testing Center personnel visually monitor students while testing. The use of unauthorized aids or cheating of any kind will be reported to the appropriate instructor, Vice President for Student Services, or agency.