

# TESTING CENTER POLICIES

- 1** Students must abide by the **Academic Policies and Code of Conduct** outlined in the CU Catalogs and Student Handbook. Any suspected cheating or use of unauthorized resources will be documented by the Testing Center staff and reported to the appropriate faculty member. Non-audio security cameras and a test proctor monitor the Testing Center to ensure test security and fairness.
- 2** Students **must request to use their testing accommodations for each test at least 3 business days in advance of a test** and 5 business days prior to the start of final exam week. This includes all tests taken in the ARC or taken online outside the testing center. Any late requests require the approval of the instructor and the availability of the ARC Testing Center.
- 3** Students are required to **schedule the test the same time as the rest of the class**. Any variations require instructor approval. Students are responsible for discussing alternative testing times or days with their instructor prior to making a formal request. The validity of a test taken outside the class period will be at the discretion of the professor.
- 4** Students **must notify the Testing Coordinator at least 24 hours in advance** if the test is cancelled, postponed by the instructor or the student no longer desires to use their testing accommodations for the test. A student who does not communicate with ARC staff in advance of a missed test will be marked a “no show”. Any student receiving a “no show” for a second time will need to meet with ARC staff before any further requests will be approved.
- 5** Students **who are more than 15 minutes late** will have that amount of time deducted from the total test time. Students **who arrive more than 30 minutes after the scheduled test time:** the instructor will be notified and a decision as to whether the student can still take the test will be made jointly by the Testing Center & instructor.
- 6** Students **may only use scrap paper provided by the Testing Center or the instructor**. Any scrap paper or handwritten/typed notes used as a reference during a test will be collected at the completion of a test and submitted to the instructor or destroyed unless specifically stated in the instructor’s testing agreement.
- 7** Students **will not be allowed to leave the testing center for any reason during a test**, including using the restroom unless the student’s list of accommodations includes “access to restrooms” or the test time exceeds 2 hours for which the student will be allowed to use the restroom once.
- 8** Students **may not have access to any personal items, except a water bottle or coffee mug, in the testing area** unless specifically stated in the instructor’s Testing Agreement.
- 9** If a **discrepancy in allowable test resources occurs** at the time of testing, every attempt will be made to contact the instructor. However, if the instructor is unreachable, testing staff will follow the directions outlined in the Testing Agreement completed by the instructor.
- 10** Students **must store all unauthorized personal items in a specific area of the Testing Center**. Cell phones and watches will be stored on the proctor’s desk until the completion of the test. If the student is found to have any notes, electronic watches/phones, etc., the instructor will be notified at the completion of the test. **The Testing Center staff are not responsible for any missing items.**