



Assessment Center Rules Agreement

Test takers for third-party vendors may have additional or different guidelines as required by their test sponsor.

- Testers must present a valid non-expired, government issued, photo ID before they will be allowed to take an exam. Specific tests may require additional forms of identification. **Testers will not be allowed to take an exam without proper identification.**
- Mobile phones, smart watches, and any other electronic devices are not allowed in the testing center and must be placed in the designated area (lockers).
- All personal belongings including but not limited to purses, wallets, backpacks, coats, hats (other non-religious head coverings); books and notes, etc. (only if allowed) must be placed in the designated area (lockers).
- Calculator guidelines and the use of a calculator when taking an exam vary by the type of test requirements and testing instructions.
- Only items authorized by the testing services, testing administrators, the College's ADA Coordinators, and instructors may be utilized during testing.
- No Brain Dumping is allowed prior to starting any test.
- No headphones are allowed unless issued by the Assessment Center.
- No food, drinks, gum chewing, or tobacco use are allowed in the Assessment Center.
- No talking or noise disruptions that create a disturbance for other test takers during testing is allowed.
- No children or unauthorized adults are allowed in the testing area of the Assessment Center.
- The Assessment Center staff continuously monitor testers while testing is in progress. All testing sessions may be recorded.
- The Assessment Center staff will check IDs upon entrance and exit of the Testing Area.
- Scratch paper will be provided by the Assessment Center. All scratch paper must be turned in with the test. No scratch paper will be allowed to leave the Assessment Center.
- If you experience problems that affect your ability to take a test, please notify the Assessment Center staff immediately by raising your hand. This will alert the Assessment Center staff that you need assistance and ensure other candidates are not disturbed.
- The Assessment Center staff cannot answer questions related to the test content. All questions related to the content of the exam or the exam grade should be directed to the instructor.
- Copies of test questions and answers should not be removed from the Assessment Center. Do not share or discuss with others the questions or answers seen on a test. After the test ends, the Assessment Center staff will collect all testing materials and deliver them to a designated secure place.

Academic dishonesty/cheating will not be tolerated. Any issue with Academic dishonesty/cheating will result in a Case being created by the testing center staff and forwarded to the instructor. Behaviors that will not be tolerated include but are not limited to:

- Giving or receiving assistance of any kind.
- Taking or attempting to take the same exam more than once during an individual testing session.
- Attempting to take an examination for someone else.
- Using any prohibited aids (this includes Internet sites).
- Failure to follow instructions.
- Causing a disturbance of any kind.
- Removing or attempting to remove test questions, responses, or notes.
- Attempting to remove scratch paper from the Testing Center.
- Tampering with the computer and/or attempting to use the computer for any reason other than testing.

Before taking a test in the Assessment Center, you will need to have knowledge of the following if you are a SU student:

- Know your SU Student ID # (begins with an A).
- Know your account Username and Password.
- Know how to log into your online exam.

By signing below or providing a digital signature:

- You give the Assessment Center staff at Southern Union State Community College your explicit consent to retain and transmit your personal data and test responses to your instructor.
- You understand the information provided above and agree to follow the rules stated.
- If you do not follow the rules, or if you are suspected of academic dishonestly/cheating or tampering with the computer, you will be subject to disciplinary action as stipulated in the Southern Union State Community College Student Handbook.

Name (Please Print): _____ **Date:** _____

Signature: _____ **Test:** _____