

ADDRAN TESTING CENTER: RULES FOR STUDENTS

1. Students must present their ID to the proctor. Tests will not be administered unless students present their student ID.
2. Students must arrive on time; they will not be allowed to enter the testing center later than ten minutes after their scheduled exam time. Students who arrive later than this will not be permitted to take the test and must reschedule with their instructor.
3. All work is to be completed during the allotted time. Students will turn in all test materials when finished or immediately upon request of the proctor.
4. Students should assume the instructor will not be present and cannot be consulted during any portion of the exam.
5. Students who have a question on their test may complete a designated form, which will be submitted with the test.
6. Students will not be permitted to leave and return to the testing center while taking examinations.
7. Electronic devices, including smart phones and watches, are not permitted. They should be placed in backpacks or purses, which will be stored at the front of the room during examination administration.
8. Students may not bring snacks or drinks into the testing center.
9. Students may be dismissed from the lab for inappropriate behavior (evidence of cheating, disrespecting proctor or test lab rules). The instructor and the Dean's office will be notified immediately if this happens.