

TESTING GUIDELINES

When taking a test in the Testing Center (Campus Center 205), you agree to abide by the following policies:

IDENTIFICATION: You must present an **official photo identification card**, such as a driver’s license, UA Fort Smith ID, or State ID, prior to taking a test.

You will not be allowed to take a test without proper identification.

GENERAL POLICIES

- All **CELL PHONES**, beepers and pagers **MUST be OFF** and put away. (“*Silent*” and “*vibrate are not considered “OFF”*”). **Making or receiving phone calls while testing is strictly prohibited.**
- **No food or drinks** are allowed in the Testing Center.
- **No children** are allowed in the Testing Center.
- **No one who is not testing** may remain in the Testing Center.
- **Please refrain from talking** to your neighbor (or yourself!) during testing. This is very distracting to others who are trying to concentrate.
- **Once you start the test, you may not leave the Center until you have completed and turned in the test.** Under no circumstances should you ever leave the Center with your exam. All tests are to be turned in to Testing Center staff for your instructor to pick up.
- If a student is suspected of cheating, Testing Center staff will report the incident to the Director and to the instructor by written report.

MATERIALS USED DURING TESTING:

Unless your instructor leaves specific instructions for your test, students are not allowed to use any extraneous materials such as books, notes, calculators, etc., while testing in the Center. Make sure that you have a clear understanding of the requirements for your test before you arrive to take it.

SCHEDULING: Tests are administered by appointment and on a walk-in basis during the times noted below. *It is your responsibility to allow sufficient time for completing the exam within the published testing hours of the center.* All exams are collected at closing.

TESTING HOURS:

Monday	8:00 a.m. – 6:00 p.m.
Tuesday	8:00 a.m. – 6:00 p.m.
Wednesday	8:00 a.m. – 6:00 p.m.
Thursday	8:00 a.m. – 6:00 p.m.
Friday:	8:00 a.m. – 5:00 p.m.
Saturday:	Closed
Sunday:	Closed

I have read, understand, and agree to abide by the above policies of the Testing Center.

IDN _____ Name (please print) _____

Student signature _____ Date _____