

Student's Exam Proctoring Rules Agreement

1. I understand that I should **check in on time to my scheduled exam time and show my student ID to the proctor**. If I arrive fifteen or more minutes late for a scheduled exam, I will not be admitted to the proctoring session and my appointment will be marked as a "No Show".
2. **No personal items, including mobile phones and other electronic devices, watches, wallets, purses, firearms or other weapons, bags, heavy coats, or jackets are allowed in the testing room**. If I refuse to store my personal items, I will be unable to test. **All electronic devices must be turned off before storing them in the designated secure area**.
3. No books and/or notes are allowed in the testing room unless pre-authorized. I must store all personal items in a secure area as indicated by the proctor.
4. I agree to check with my instructor if any additional materials will be needed for the exam such as Blue Book, scantron before my appointment and bring them on my appointment date. I also may be allowed to specific items as directed by my course, or instructor. The proctor will offer office materials to use during the test such as scratch paper, pencils, and pens. If I need additional materials during the test, I must raise my hand and the staff will assist me.
5. I understand that the proctor will escort me to the exam proctoring room and once I start the exam you cannot leave the room until I am finished with my exam. After completing my exam, **I must drop it off and any additional papers in the black drop-off box inside the proctoring room**.
6. I agree to not discuss test content with any individual during my testing appointment. I understand that I should not remove copies of test questions or test answers from the exam proctoring room, and I will not share or discuss with anyone all or any of the test questions or test answers I saw or viewed during the taking of the test. Any disruptive, threatening, or inappropriate behavior in the exam proctoring room may be grounds for terminating my test or disqualifying me from taking the test at a future date.
7. I understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for others is prohibited during the test.
8. I understand that I will be monitored through live recording cameras at all times to ensure a high level of security throughout the testing experience. Both audio and video may be recorded. If I refuse to be monitored, I will not be checked in and will not be able to sit for my scheduled examination.
9. I agree that if I experience any problems or distractions or if I have other questions or concerns, I must raise my hand, and the proctor will assist me. The proctor cannot answer questions related to test content.
10. I understand the information provided above and agree to follow these rules in addition to any other rules or policies I may have agreed to when booking an appointment. I understand that if I do not follow the rules or I am suspected of cheating, this will be reported to my instructor and my privileges for this service will be suspended for two weeks. I agree that the work on this assessment will be my own and reflect my best effort.