

## Testing Center Procedures Alternative Testing

- 1) You must receive authorization from either the Director of the O'Neill Center (for multilingual students) or the Coordinator of Student Disability Services (for students with disabilities) **at least 1 week prior** to receiving extended time or using testing accommodations.
- 2) If you have received authorization to take tests in the Testing Center, **you are responsible** for filling out the **Student Test Scheduling Form and delivering it** to the Testing Coordinator. **All Student Test Scheduling Forms must be turned in 1 week in advance.**
- 3) **It is your responsibility to be on time for each test.** Please check with the Testing Coordinator to make sure that you are aware of when your tests will begin, as start times will vary depending on the way a class is structured. Tardiness, regardless of reason, is not only disruptive to others but will result in the loss of time remaining for your exam.
- 4) In the event that you must miss a scheduled test for any reason, **it is your responsibility to contact both your instructor and the Testing Coordinator prior to the start of class.** Your instructor will determine procedures and timelines for rescheduling a missed exam.
- 5) Only authorized materials may be brought into the testing room. Items such as coats, hats, bags, purses, cell phones, food, and beverages must be left in designated areas outside of the testing rooms. **The use of unauthorized materials in the testing room is considered cheating.**
- 6) **All scratch paper must be handed in with your exam.**
- 7) **Avoid wearing perfume or cologne when using the Testing Center.**
- 8) **All tests are monitored and/or taped. Cheating is a violation of the college's code of conduct and will not be tolerated.** Some examples of cheating include: sharing information, talking during an exam, copying from another student's paper and using unauthorized materials.

I have read and understand the above procedures for using the Testing Center, and agree to abide by them. I have received a copy of these procedures for future reference.

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Signature of Student

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Date