

# Policies and Procedures

## Northwestern State University

### Testing Center

1. Testers are not allowed to bring personal or unauthorized item into the testing area. Lockers are provided for the following personal items. Items not permitted in the Testing Room include but are not limited to:
  - Cell phones
  - Cameras or recording devices
  - Any type of wireless communication devices (Apple watch/Fitbit)
  - Listening devices (ear buds or headphones)
  - Rulers or highlighters
  - Food or beverages
  - Hats (hoods must be removed)
  - Purses or Backpacks
  - Calculators\*
  - Notes or Books\*
  - Paper of any kind\* (we will provide scratch paper)

**\*These materials may be allowed with explicit instructor permission.**

2. Testers should not leave the testing room during an exam unless a break is allowed.
3. Testers must show proper ID in order to test.
4. Testers are responsible for supplying any materials specified by the instructor (Scantron, formula sheets, etc.)
5. Testers will be monitored while in the testing room; any appearances of cheating will be investigated, and notification sent to the instructor.
6. Testers are asked to be considerate of other test-takers by being as quiet as possible when entering and leaving the testing center.
7. Report any problems to the Testing Center staff immediately.