RCC
Rogue Community College
Testing Center Policies for Students

- Photo ID is required to test.

- Testing ends 5 minutes prior to published closing time. No testers may check-in within 15 minutes of published closing time.

- **All electronic equipment (ex. Cell phones, laptops, pagers, i-pods, etc.) must be turned off and put away**. *Students may be permitted to use calculators or electronic dictionaries **only** as directed on the Testing Center form by their instructor.*

- Testers must watch their own time. The stop time will be written at the top of the exam and testers must come out of the testing center on or before this time. Actual completion time will be noted on your test.

- Testers may not leave the testing room for any reason once a test has begun. (NOTE: At RVC, moving a car is not a valid reason to leave the testing room.)

- All test materials must remain on the desktop in the testing room until the test is completed. Valuables, such as purses, may be placed on the floor under the desk; all other items are to be placed where directed by the test proctor.

- **All tests, scratch paper,** and **answer sheets** must be turned in to the test proctor before leaving the Testing Center Office.

- Tobacco use and Food are prohibited in the testing rooms.

- Beverages will be allowed only if they are in containers with lids.

- Children are NOT permitted in the testing room, nor are they allowed to wait outside the testing room unattended.

- Seating is limited and is on a first come-first served basis. If needed, a waiting list will be in effect. *Avoid the crowd* - try to take your test on the first or second day it becomes available.

- Cheating of any kind will be reported to the appropriate instructor and/or agency.