1) All cell phones and personal items are to be stored in the locker/coat room.

2) Any clothing worn in testing center must remain on during entire exam.

3) Guests and children are not permitted in the Testing Center.

4) Pets are not permitted in the Testing Center with the exception of service animals.

5) Studying is not permitted in the Testing Center.

6) Do not put your Social Security Number on anything.

7) If you leave the Testing Center during your exam, your exam is considered complete.

8) Read the pink/blue cover sheet. Make sure your name appears on the top left side of the form; students may only access an exam while in the Testing Center, nothing else.

9) When your exam is complete, quietly bring the pink/blue cover sheet to the Proctor and sign the pink/blue cover sheet before leaving.

10) For exams which permit notes, please keep your papers confined to your workstation.

11) Do not bring food or drinks in the Testing Center. NO GUM permitted.

12) No bathroom breaks permitted.

* For COMPUTER BASED exams only:
  1) Log onto “SAKAI” or “CANVAS”
  
  2) “Save” each answer

  3) Click “SUBMIT FOR GRADING”
     Receive warning message
     Click “SUBMIT FOR GRADING” again

  5) Log out of “SAKAI” or “CANVAS”

* For PAPER BASED exams only:
  1) The clocks located in the testing center are provided as a general reference
  
  2) For exact time, note Proctor instructions and time warnings

  3) All scantrons must be filled out when time is called