

## CDOL Testing Center Room 60 Carver Hall Policies and Procedures

**Hours of Operation:\*** (Summer Session hours listed at bottom of page.)

Day(s) of week	Doors open	Doors locked <sup>1</sup>	Last submission of exams <sup>2</sup>	Computer shut down <sup>3</sup>
Monday - Thursday	8am	7:30pm	8pm	8:01 pm
Friday	8am	5:30pm	6pm	6:01 pm
Closed weekends, University holidays and breaks.				

<sup>1</sup>After the doors are locked for the evening students will not be permitted to enter to take exams.

<sup>2</sup>Students must have finished their exam and submitted it by the times noted.

<sup>3</sup>Once the computers shut down they will not be restarted to allow students to finish exams. Students should allow enough time to complete exams prior to computer shut down.

\*The first two weeks of a semester the Testing Center operates on reduced hours. Monday – Friday:

Doors open 8am;

Doors locked 3:30pm;

Last submission of exams 4pm.

Instructors will be advised to changes in this policy should circumstances warrant it.

### Check-in Procedures

Students should check-in at the front desk. They will need to present a photo ID (student ID, drivers license, or passport are all OK.) They will need to tell the check-in person the course name, section, instructor's name, and which exam they are taking (e.g. Exam 1, Exam 2, etc.)

### General Instructions for Students

- The Testing Center machines are to be used for proctored testing purposes only.  
**Students are not allowed to use the machines to study or take “practice” exams prior to completion of their proctored exams.**
- It is expected that students entering the Testing Center are fully prepared to take the exam or quiz before they begin.
- After you have read and agreed to the rules listed below navigate to the WebCT exam you are taking. (NOTE: If you do not agree to the rules listed below please gather your possessions and leave the testing lab.)
- Let the proctor know that you are ready to take the exam.
- The proctor will enter the appropriate password allowing you to take the exam. (Note: After the exam window has opened the proctor will close the main WebCT page - do not be alarmed. You can continue to complete and submit the exam.)
- After you have completed and submitted your exam please log-off of the machine. Click on the "Start" button in the lower left hand corner of the screen and select "Log Off Student".

The following rules apply to all exams taken in the Testing Center unless an instructor has notified the Center Management of special conditions that alter or change a portion or portions of these rules for a particular exam or exams.

### Exam Rules

- All backpacks, books, and written materials are to be closed and placed under the desk or chair so as not to be viewable while taking the exam.
- Consultation, collaboration, or communication with others in an attempt to obtain answers is prohibited. Obtaining answers by viewing or copying another's work is prohibited.

- You must obtain scratch paper from one of the proctors. All scratch paper must be returned to the proctor upon completion of the exam.
- All electronic devices (e.g. cell phones, PDA's, iPods, etc) must be shut off and stowed away during the exam.
- You may not use any removable media (e.g. Zip disks, memory sticks, etc.) while taking the exam.
- Once the proctor has opened the exam window you may not navigate away from the exam page until you have completed and submitted the exam. All extraneous open windows will have the site location recorded and then the window closed.
- Once the exam has started you will **not** be allowed to go to the restroom.
- All witnessed infractions of the rules stated above will be reported to the instructor of the course.

From time to time the Testing Center may extend hours to accommodate times when there is heavy usage. Students should be aware that just because the Testing Center has extended hours does not mean that exam deadlines have changed and students should check with instructors to find out if there have been any changes to exam deadlines or availability.

**Summer Session Hours:**

	Doors unlocked	Doors locked	Computers shut down
Monday	10am	6:30pm	7pm
Tuesday	10am	6:30pm	7pm
Wednesday	8am	3:30pm	4pm
Thursday	8am	3:30pm	4pm
Friday	10am	3:30pm	4pm