

## **POLICIES AND PROCEDURES**

### **ID REQUIREMENTS**

You **MUST** have acceptable and valid ID to be admitted to a test site. Your ID must bear (1) your name as given at the time of registration and (2) a recent, recognizable photo.

Acceptable forms of photobearing ID include a valid driver's license, state ID card, employee ID card, student ID card, and passport.

Unacceptable forms of ID include an expired driver's license, Social Security card, expired passport, and credit cards of any kind.

### **TESTING SERVICES PROCEDURES AND REGULATIONS**

- ❖ The test will be given on the day and at the time scheduled.
- ❖ No test taker will be admitted after test materials have been distributed.
- ❖ Test takers will be assigned seats.
- ❖ Testing aids are not permitted in the testing room. These include but are not limited to beepers, calculators, watch calculators, books, pamphlets, rulers, highlighter pens, stereos or radios with headphones, cellular phones, watch alarms (including those with flashing lights or alarm sounds), dictionaries, translators, and any electronic or photographic devices or keyboards.
- ❖ You may not eat, drink, or use tobacco during the test.
- ❖ You must have the supervisor's permission to leave the room during the test. Any time lost cannot be made up.
- ❖ Except for authorized observers, visitors are not allowed in the examination room while testing is in progress.
- ❖ At the conclusion of the test you will be required to return your test book and answer sheet to the test supervisor. These materials are the property of Testing Services.

### **GROUND'S FOR DISMISSAL**

The Testing Services administrator/supervisor is authorized to dismiss you from a test session for attempting to take the test for someone else; failure to provide acceptable identification; creating a disturbance; giving or receiving unauthorized help; eating or drinking during the test; using notes, books, calculators, wristwatch calculators, digital assistants, or other aids; exceeding time permitted for a scheduled break; working on any part of a test or marking your answer sheet after time has been called; attempting to remove from the test room test questions in any format or any notes relating to the test on paper or in any electronic form.

Failure to comply with the test administrator/supervisor's directions can result in the cancellation of your test.

### **CHEATING**

Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact us as soon as possible to report any behavior or suspicion of cheating, e.g., someone receiving assistance or copying from another test taker, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids. All information will be held strictly confidential.

**Although Testing Services make every effort to provide as accurate test results as possible, we reserve the right to correct any inaccurate test results when found.**

**Under no circumstances will Testing Services expedite the processing of exam results or administer tests on nonscheduled dates. Poor planning on your part does not constitute an emergency on our part. Please plan appropriately.**