Testing Center Policies
FUPE EXAMS

1. A valid, government-issued photo ID is required. This can be a driver’s license, passport, state ID, or military ID.

2. All personal belongings must be placed in a locker out in the hall. The following items are not permitted in the testing room:
   a. Purses/ book bags/ briefcases
   b. Hats
   c. Food
   d. Cell phones, pagers, iPods, PDAs, Bluetooth headsets and other electronic devices

3. Children are not allowed in the Student Learning Center.

4. Please allow adequate time to check in and receive instructions for your exam.

5. Communication with others in the testing room is prohibited.

6. All computer activity is monitored. Accessing any outside resources during your testing session may result in the termination of your exam. Any such activity will be reported.

7. Going in and out of the testing room for breaks is not allowed. Please use the restroom before you enter the testing room and begin your exam.

8. All scrap paper must be turned in to the proctor once your testing session has ended.

9. Come prepared for and give enough time to complete your exam prior to the Student Learning Center closing. All tests will be terminated at closing time regardless of time remaining.

10. Items left in the testing room will be placed in a lost and found drawer. You may call to make sure we have the item before coming here to pick it up.

11. Failing a FUPE exam prohibits you from retaking the same exam for 6 months.

12. Results may take up to 3 weeks to be evaluated and reported.

13. If you have questions during your exam please exit the testing room and speak to an available proctor.

14. When you are finished with your exam, return this sheet to the proctor on duty.

15. Failure to comply with these policies or Franklin University policies may result in the termination of your exam.