Testing Center Policies
NON-FRANKLIN 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 non-Franklin students must register and pay for proctoring services online via the SLC website before their test is administered.**

3. **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

4. **Children are not allowed in the Student Learning Center.**

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

6. **Tests will be administered according to the instructions provided by your institution.** Special arrangements (extensions, additional permitted materials, etc.) must be requested from your institution.

7. **No exams are given beyond the specified date without permission from your institution.**

8. **Communication with others in the testing room is prohibited.**

9. **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.

10. **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.

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

12. 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.**

13. **Items left in the testing room will be placed in a lost and found drawer.**

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

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