Testing Center Policies
PLACEMENT TESTING

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

2. **You must have your Placement Assessment Form emailed to the SLC** by a Student Services Associate or an Enrollment Advisor before beginning your placement tests.

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 / brief cases
   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. **You should answer each question to the best of your ability.** Failure to do your best may result in course placements that do not match your skill level.

7. **When you are finished with a test, print your score report and bring this sheet back to the proctor on duty.**

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. **Breaks are permitted only after you have completed a test.** 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.**