Testing Center Policies
DSST 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 military or government-funded civilian candidates must provide a valid military ID before testing.**

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

7. **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.

8. **Going in and out of the testing room for breaks is not allowed.**

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

10. Tests must be completed within the time allotted by DSST or the SLC closing time, whichever comes first. **All tests will be terminated at closing time regardless of time remaining.**

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

12. **Failing a DSST exam prohibits you from retaking the same exam for 3 months.**

13. **Results may take up to 3-4 weeks to be evaluated and added to your transcript.**

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

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

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