

## Testing Center Policies

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/ brief cases
  - 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.** Please make arrangements prior to arriving for your exam.
4. **Please allow adequate time to check in** and receive instructions for your exam.
5. **Special arrangements** (extensions, additional permitted materials, etc.) **must be requested from your instructor/requesting institution.**
6. **No exams are given beyond the specified date without permission from the instructor/requesting institution.**
7. **Communication with others in the testing room is prohibited.** If seen conversing with others your test will be confiscated.
8. **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.
9. **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.
10. **When you are finished, bring this sheet and your completed exam to the proctor on duty.**
11. **All scrap paper must be turned in to the proctor once your testing session has ended.** Anything you used during testing must be collected- including permitted note sheets.
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.**