



Testing Center Policies & Procedures

Use of the Testing Center implies agreement and consent to the below rules and procedures, and as explained by the Testing Center staff. By using the Testing Center, you agree to:

- Abide by the Academic Integrity policies of the Oregon Institute of Technology – which prohibits discussing the exam with peers in the Testing Center; use of unauthorized items/aids/technology; sharing details of the exam content with other classmates; and any other actions that violate applicable policies
- **Be responsible for keeping track of your test time.** If you exceed the time limit, a proctor will collect your test unless specified by your instructor.
- **Put all personal items in a secure locker (the Testing Center is not responsible for any lost or stolen items);** this includes coats, scarves, purses, backpacks, and other items not needed or prohibited during your exam.
- Not act in an intentionally disruptive or confrontational manner towards peers or staff
- Not bring food or drink into the testing area (allergy prevention); water is allowed
- Present your Oregon Tech student ID or other photo ID upon arrival (to verify identity)
- **No personal electronic devices are allowed in the Testing Center;** if you are allowed by instructor to have digital notes, it is recommended you save those notes to your OneDrive which can be accessed through the Testing Center computers (personal laptops, tablets, flash/thumb drives, etc. or other devices with internet, sound, recording, or photographic capabilities are prohibited)
- Each Testing Center has site specific policies you will need to review prior to beginning your exam