

Testing Services and Programs

Testing Agreement

Date: _____

General Rules in Testing Room

1. Candidates are required to remove hats, watches, sunglasses, large and/or noisy jewelry items, all items from their pockets, and other items as identified by an assessment staff member. **No electronic devices.**
2. All personal items are to be kept outside of the testing room, lockers are provided as a courtesy.
3. Only those materials authorized by my institution or testing vendor will be allowed in the testing room.
4. Pens, pencils, and scratch paper will be provided by the Testing center.

Please read carefully:

You are about to take a proctored exam. The certified Test Center Personnel (TCP) must watch the examinee closely to ensure that no cheating or disturbance takes place. We adhere to and value the highest procedures of test integrity, security and policies in the testing center.

TEST SECURITY REGULATIONS

1. You will be continuously monitored by video, physical walk-throughs and the observation window during your test. All testing sessions are video and audio recorded.
2. **You must present valid (unexpired) and acceptable ID(s) in order to take your test. Validity and number of IDs required is predetermined by your test sponsor.**
3. You are required to sign out on the test center roster each time you leave the test room. You must also sign back in and show your ID to the Test Center Personnel (TCP) in order to be re-admitted to the test room.
4. You are prohibited from communicating, publishing, reproducing, or transmitting any part of your test, in any form or by any means, verbal or written, for any purpose.
5. You must not talk to other candidates or refer to their screens, testing materials, or written notes in the test room.
6. You must not use written notes, published materials, or other testing aids, except those allowed by your test sponsor. (The TCP will refer to the applicable client practice for allowances.)
7. You are allowed to bring soft ear plugs (with no wires/cords attached) or center-supplied tissues in the test room.
8. Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewelry items must be stored in your locker. **No hoodies, scarves, watches, hats/caps and/or outerwear clothing.**
9. **You will be scanned with a metal detector wand prior to every entry into the test room. If you refuse, you cannot test.**
10. You will be asked to raise your slacks/pants legs above your ankles and pull your sleeves up (if long sleeves are worn) prior to every entry into the test room.
11. You will be asked to empty and turn your pockets inside out prior to every entry into the test room to confirm that you have no prohibited items.
12. You must not bring any personal/unauthorized items into the testing room. Such items include but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cellular telephones, recording devices, and photographic equipment. Weapons are not allowed at any Testing Center.
13. You must return all materials issued to you by the TCP at the end of your test.
14. You must comply with the policy of your test sponsor regarding the use of phones during scheduled breaks in your test.
15. Your test may have either scheduled or unscheduled breaks which are determined by your test sponsor. The TCP can inform you what is specifically permitted during these breaks.
16. **If a break is taken during the exam you must return to your original, assigned seat. You are not allowed to leave the building during breaks.**
17. Repeated or lengthy departures from the test room for unscheduled breaks will be reported by the TCP.

18. If you need access to an item stored in the test center during a break such as food or medicine, you must inform the TCP before you retrieve the item. You are not allowed to access any prohibited item (as defined by the client practice applicable for the test you are taking).
19. You must conduct yourself in a civil manner at all times when on the premises of the testing center. Exhibiting abusive behavior towards the TCP, or any other staff member of the test center, may result in criminal prosecution.
20. To protect the privacy of all testers, the TCP can neither confirm nor deny if any particular individual is present or scheduled at the test center.
21. Persons not scheduled to take a test are not permitted to wait in the test center.
22. **Proctoring: All candidates are viewed via video surveillance in the testing lab and from the main office. There is an assigned proctor in the testing lab at all times that walks around the room every 15 minutes.**

DSU's Testing Services and Programs subscribes to the testing guidelines, standards and procedures of the National College Testing Association and a part of the Consortium of College Testing Centers. Our office services as the NCTA Liaison for Delaware.

Candidates/Students who are cited for any of the above infractions will not be allowed to continue their examination. They will also forfeit the cost of the test. You are required to read and sign this for each test session.

I have read the above information and understand the importance of not performing any of the above mentioned infractions or any other infraction that may be interpreted as cheating or misrepresenting myself as the examinee.

PRINT NAME (Last, First, MI)

(Signature Required)

Proctor

Initials: _____ Date: _____ Time Allotted: _____ Time Left: _____