

Test Day Information

Social Distancing and Mask University Testing is only open to clients with scheduled appointments on the day of their test. There is no seating/waiting area in the testing center or hallway. Testers are to remain 6 feet apart while in the testing center. Mask are to be worn at all times while in the building and while taking tests.

Arrive early Test are scheduled one after another, if you are late, you may be turned away if there is not sufficient time to complete your test.

Identification Please have your ID(s) ready when you arrive and check in. Please review the rules regarding identification for your particular exam. You may be required to present multiple forms of ID or a specific type of ID. If you do not have valid, acceptable identification, you will not be admitted for your exam.

No personal items or electronic devices are allowed in the testing room. The test center will not be responsible for any personal items, and suggest that if you have personal items with you, these be returned to your vehicle. If this is not possible, all personal items and electronic devices must be turned off and placed in the designated storage area.

Prohibited personal items include, but are not limited to: purses, backpacks, outerwear (coats, jackets, scarves, hoodies, hats, etc.), firearms, knives, weapons, briefcases, books, reading material, calculator, notebooks, umbrellas, pencils, pens, erasers, watches, and wallets. Keys, without any electronic or photographic component attached, must be stored with the proctor on site or remain under the applicants chair while testing. Head coverings of any kind are not allowed in the testing room unless it is being worn for religious or cultural purposes. You should let the proctor know at the time of your check-in if this is the case. (The religious garment will be visually inspected before you are admitted into the testing room. Unless there is evidence that suggests that you are bringing another prohibited item into the testing room, you will not need to remove the garment for inspection. Once inside he testing room, the head covering MUST remain in full view at all times and may not be removed.)

Prohibited electronic devices include, but are not limited to: cell phones, mp3 devices (iPods, etc.), mobile tablets (iPad, etc), pda organizers, cameras, recording devices, paging devices, etc.

No weapons of any kind are allowed in this facility.

If you are found to have **ANY** of these items once you've entered the testing room, your test will be terminated and you will be asked to leave the testing center immediately.

There is no talking permitted inside the testing room. Do not attempt to look at others' screens. Your eyes should be kept on your own exam screen at all times.

CALCULATORS are provided for some exams depending on each particular test.

NO STUDY MATERIALS It is your responsibility to prepare for your exam in advance. Studying is not allowed in the Testing Center.

NO REFERENCE MATERIALS OR PAPERS OF ANY KIND Textbooks, notes, pamphlets, etc. are not allowed. If necessary, scratch paper or note taking materials will be provided.

NO WRITING UTENSILS When necessary, writing utensils will be provided by the testing center, unless otherwise specified by the test vendor.

NO FOOD, DRINKS, GUM, OR TOBACCO PRODUCTS You may not consume food, drinks, gum, candy, etc. in the testing room. Exams which include breaks allow limited access to these items.

You will have a noise reduction device provided. (such as ear plugs or a headset) You may use these at your discretion, but are not required to accept them.

Restrooms Please take care of personal needs before arriving at the testing center. Restrooms are located in Rooms 114 and 117. If you must leave the room for any reason once you have started the test, you are required to check out with the proctor before exiting and check back in with the proctor upon your return.

Other Notes: We do our best to keep the testing room at a comfortable temperature, but comfort levels vary. The testing room is a confined space. Please be considerate of others and refrain from using excessive cologne, perfume, or other products with artificial fragrance, as this may cause irritation for other clients or trigger allergic reactions.