

## ACCESSIBILITY SERVICES TESTING CENTER RULES

1. Be aware that cameras are in use and testers are monitored remotely, by a proctor in the room, and/or by staff watching you from the hallway.
2. Please enter and exit the room as quietly as possible. Try not to make noise so others in the room are not distracted.
3. Place all personal items outside of testing room (in lockers or in an office).
4. No cell phones are allowed. Turn phones **off or on do not disturb** and put them in a safe place outside the testing room (in a locker or an office).
5. No electronic devices, including, but not limited to, phones, digital cameras, smart watches, etc. are allowed.
6. Calculators are permitted if clearly stated by your instructor that a calculator is allowed.
7. No handwritten or printed materials are permitted unless clearly stated by your instructor that these are allowed.
8. No packages, totes, book bags, purses, backpacks, etc. are allowed.
9. No food or drink unless specifically allowed by Accessibility Services staff.
10. No coats should be worn in the testing room.
11. Once you begin a test, you may not leave the testing room under any circumstances prior to completion of the test. Exceptions will be explained to the student.
12. Talking to yourself or others is not permitted in the testing room.
13. Students taking the same test will be separated if in the same testing room.
14. When you finish a test, return it immediately to a proctor, Accessibility Services staff member, or the administrative assistant in B 216.
15. Bring your own pencil, pen, calculator, or other approved items.
16. If required, please turn in used scrap paper and clean up your area when you're done.
17. STAFF MEMBERS ARE NOT RESPONSIBLE FOR ITEMS LOST OR STOLEN DURING TESTING.

***BREAKING ANY OF THESE RULES COMPROMISES THE INTEGRITY OF THE TEST. IF THIS OCCURS, YOUR TEST WILL BE TAKEN AND YOUR INSTRUCTOR WILL BE CONTACTED. THE INSTRUCTOR WILL THEN ADDRESS THE BEHAVIOR AS A VIOLATION OF THE ACADEMIC HONESTY POLICY. SEE THE RACC WEBSITE FOR DETAILS.***

PLEASE REVIEW AND ASK QUESTIONS IF YOU DO NOT UNDERSTAND THESE RULES. THEN SIGN YOUR NAME BELOW INDICATING THAT YOU UNDERSTAND AND WILL FOLLOW THE RULES OF THE ACCESSIBILITY SERVICES TESTING CENTER. THANK YOU.

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_