

I acknowledge that by scheduling this exam, I have read and agree to the eLearning Testing Center Policies below. I understand that if I do not agree with all the policies for the eLearning Testing Center, I will not be allowed to schedule an exam with the eLearning Testing Center.

## POLICIES FOR eLEARNING TESTING CENTER

### General Exam Policies

- Exams are not to be scheduled during times that the student has a regularly scheduled class. Taking an exam during class time is not an excuse for missing class.
- No children are permitted in the testing center or waiting area, so make childcare arrangements prior to arriving for your test appointment.
- No animals are allowed, except for official service animals.
- Unauthorized items are not allowed in the testing area. Lockers are available, but space is limited, so students should bring only what they need. Locker compartments are 12” wide, 18” high and 18” deep. View the list of Prohibited Items below.
- The eLearning Testing Center is not responsible for items stored in the lockers. Students using the lockers are responsible for loss of any items stored in the lockers. Items not retrieved from the lockers immediately after their exam ends will be discarded.
- Students need to bring the materials necessary for the exam as authorized by their instructor. Students will not be able to use any materials their instructor did not explicitly authorize. The eLearning Testing Center is not responsible for or required to provide any additional materials, although pencils and scratch paper will be provided, if the instructor specifically approves it.

### Check In Policies

- Students must show proper identification to take an eLearning exam. Photo ID is required for all testing. If you do not have a UCO or government-issued photo ID, you will not be allowed to test. No exceptions! Approved forms of identification include the following:
  - UCO student ID card \*\*\*Preferred form of ID\*\*\*
  - Driver’s license or state ID with name, photograph and signature
  - Military ID with name, photograph and signature
  - International travel passport with name, photograph and signature  
If your passport is not written in the English-language, you must present one of the other approved forms of ID listed.
- If an examinee is late for a testing appointment, he or she may be asked either to sign a waiver of time or to reschedule the test for another date.
- If you smoke or wear excessive perfume or cologne or exhibit any strong-smelling odors on the day of your exam you may be asked to reschedule your exam. These odors may be disruptive to other examinees and those with allergies.
- Students should ask any questions they have **before** beginning a test.

- Testing Center hours will **not** be extended so that a student may have the full time to take an exam due to late arrival or incorrect scheduling.
- Food is **prohibited** in the testing lab. Beverages **are** permitted but will be inspected prior to entry into the testing lab. All beverages must have a cap or lid to avoid spills or will not be allowed in the testing lab.
- Cell phones are not permitted in the testing area and must be turned off and stored in a locker.

### During Exam Policies

- Only students taking exams are allowed into the testing lab.
- Talking is prohibited in the testing lab.
- Students will not be allowed to retrieve forgotten materials once they begin an exam.
- Once a test is started, it must be completed in one sitting.
- Exams cannot be taken home to be finished.
- Calculators may be used only when authorized by the instructor, but only the type of calculator specified.
- Recording or video surveillance of exam administration is conducted.
- Students may not take any papers (including scratch paper) from the testing area. These items must be relinquished to the proctor/attendant.
- Acts of dishonesty or cheating are subject to disciplinary action and will be reported. Students who are suspected of cheating while in the eLearning Testing Center will be asked to stop their exam immediately and leave the building. Evidence of academic misconduct, academic dishonesty, and/or a violation of academic integrity will result in a referral to the Office of Student Conduct, and a report to the student's instructor of record. Students who are disruptive in the eLearning Testing Center will be asked to leave the building. Should issues arise while asking the student to leave, the proctor will call the campus Police. The student will no longer be permitted to test in the eLearning Testing Center for future online exams.
- Academic Dishonesty Policy: *Academic dishonesty, as specified in the UCO Code of Student Conduct, may result in penalties up to and/or including expulsion from the University. Academic dishonesty includes, but is not limited to: plagiarizing; cheating; turning in counterfeit or unoriginal work; stealing academic material; knowingly falsifying academic documents; accessing confidential academic records without authorization; disclosing confidential academic information without authorization; and turning in the same work to more than one class without the expressed permission of the instructors involved.*

### Prohibited Items

- Hats, headbands, sweatbands and any other headgear is allowed but we reserve the right to inspect or have you remove headgear.
- Coats, jackets and other outerwear
- Scarves and gloves

- Cell phones, laptops, tablets or other portable electronic devices
- Cameras or audio or video recording devices
- Wi-fi enabled/capable or wireless communication devices of any kind
- Listening devices (radios, headphones, recorders)
- Calculators (unless specifically allowed by the instructor and indicated on the instructor form and only the model authorized)
- Notes or books (unless specifically allowed by the instructor and indicated on the instructor form)
- Watches, bracelets, fit-bits, smart watches, and fitness tracking devices
- Keys
- Purses
- Back-packs
- Sunglasses
- Timers
- Any items not explicitly authorized by the instructor

Personal belongings must be stored in the lockers provided. Locks and keys are provided for the lockers. Locker space is limited, so plan accordingly when bringing items to the testing lab. Locker compartments are 12" wide, 18" high and 18" deep.

### **Students Requesting Accommodations**

Students who are registered with Disability Support Services and need special accommodations for their exams must contact their professor/instructor prior to scheduling the exam. The professor/instructor will contact the eLearning Testing Center and inform us that one of their students who requires DSS accommodations will be calling us to schedule their exam appointment. DSS students must provide the eLearning Testing Center with a copy of their DSS accommodation letter for the current term before we can schedule their exam appointment.

Due to the nature of the testing environment in the eLearning Testing Center, if we are unable to appropriately accommodate the student where it is not in the student's best interest to test in the eLearning Testing Center, we will notify the student's instructor and the instructor will work with the student to provide the necessary accommodations.