

## Academic Testing Services Guidelines

Test takers for third-party vendors may have additional or different guidelines as required by their test sponsor.

- Testers must present a valid non-expired, government-issued photo ID before they will be allowed to take an exam. Specific tests may require additional forms of identification. Testers will not be allowed to take an exam without proper identification.
- Testing is by appointment only. Please visit our Academic Testing Services webpage to schedule an appointment.
- Mobile phones, smart watches, and any other electronic devices are not allowed in the testing center and must be placed in the designated area (lockers).
- All personal belongings, including but not limited to purses, wallets, backpacks, coats, hats (other non-religious head coverings); books and notes, etc. must be placed in the designated area (lockers).
- Calculator guidelines and the use of a calculator when taking an exam vary by the type of test requirements and testing instructions.
- Only items authorized by the testing services, testing administrators, the College's ADA Coordinators, and instructors may be utilized during testing.
- No headphones are allowed unless issued by the Academic Testing Services.
- No talking or noise disruptions that create a disturbance for other test takers during testing is allowed.
- No children or unauthorized adults are allowed in the testing area of the Academic Testing Services.
- The Academic Testing Services staff continuously monitor testers while testing is in progress. All testing sessions may be recorded.
- The Academic Testing Services staff will check IDs upon entrance and exit of the Testing Area.
- Scratch paper will be provided by the Academic Testing Services. All scratch paper must be turned in with the test. No scratch paper will be allowed to leave the Academic Testing Services.
- If you experience problems that affect your ability to take a test, please notify the Academic Testing Services staff immediately by raising your hand. This will alert the Academic Testing Services staff that you need assistance and ensure other candidates are not disturbed.

- The Academic Testing Services staff cannot answer questions related to the test content. All questions related to the content of the exam or the exam grade should be directed to the instructor or the responsible party.
- Copies of test questions and answers should not be removed from the Academic Testing Services. Do not share or discuss with others the questions or answers seen on a test. After the test ends, the Academic Testing Services staff will collect all testing materials and deliver them to a designated secure place.

**Academic dishonesty will not be tolerated. Any issue with Academic dishonesty/cheating will result in a Case being created by the Academic Testing Services staff and forwarded to the instructor or the responsible party. Behaviors that will not be tolerated include but are not limited to:**

- Giving or receiving assistance of any kind. This includes attempting to take an examination for someone else.
- Using any prohibited aids (this includes the use of any AI sources).
- Failure to follow instructions. Causing a disturbance of any kind.
- Removing or attempting to remove test questions, responses, or notes.
- Attempting to remove scratch paper from the Academic Testing Services.
- Tampering with the computer and/or attempting to use the computer for any reason other than testing.

**Before taking a test in the Academic Testing Services, you will need to have knowledge of the following if you are a TU student:**

- Know your TU Student ID #
- Know your account Username and Password.
- Know how to log into your online exam.

**By signing below or providing a digital signature:**

- You give the Academic Testing Services staff at Tuskegee University your explicit consent to retain and transmit your personal data and test responses to your instructor or third-party vendors.
- You understand the information provided above and agree to follow the guidelines stated.

Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Test: \_\_\_\_\_