



Testing Center Guidelines & Policies

Testing Center • 6415 Spellman Road • Camden, AR 71701 • 870.574.4530 • jsanders@sautech.edu

The Testing Center will proctor exams according to the following guidelines and policies:

Testing Center:

- All testing is by appointment **ONLY** (Exception: Compass Tests which are given on Tuesdays at 9 am & 2 pm).
- All appointments must be made no later than 11:59 pm the day before you intend to take your exam (e.g. If you want to take an exam on Wednesday, you must schedule your appointment by 11:59 pm on Tuesday).
- All appointments must be scheduled online.
- Testing is not available on Fridays during the summer, after 12pm during the fall and spring semesters, or on the weekends.
- Any cellular, electronic, or alarm device must be turned off completely. Failure to do so will result in the **CANCELLATION** of your test scores and your immediate dismissal from the Testing Center.
- Will not allow a student to take a test past the posted deadline without written permission from the Vice Chancellor of Academic Affairs and the instructor.
- Testing Fees are **non-refundable**. Payment of testing fees **MUST** be made prior to testing.
- Testing staff is not responsible for items left in the Testing Center (students must leave personal items in their vehicle).

Students:

- Dispose of any food or drink items **before** entering the Testing Center.
- **Valid** photo ID is required for all testing (SAU Tech ID cards require current semester sticker). The photo ID **MUST** be presented upon each visit to the center.
- Students arriving more than 10 minutes late for their appointment will need to reschedule for another day.
- Your personal belongings **MUST** be left in your vehicle.
- Children and other visitors are **NOT ALLOWED** to wait in the Testing Center.
- All students or candidates testing must abide by all testing center guidelines and policies and will be immediately dismissed for failure to do so.
- Students enrolled at another institution are responsible for ensuring all testing materials, passwords, instructions, etc. are delivered to the Testing Center at least 2 hours before the scheduled appointment time. Failure to do so will result in cancellation of the testing appointment.
- Students enrolled at other institutions should know their course and instructor's name when scheduling an appointment.
- Students are responsible for keeping up with appointment dates/times and for contacting instructors with questions.
- Students will only be allowed to use items specified by the instructor during testing.

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- Students caught talking during testing will be immediately dismissed from the testing center.
- Only test related materials are allowed to be printed in the Testing Center with approval from the Testing Coordinator. All scratch paper and other materials (printed documents, etc.) must be returned to the Testing Center Coordinator for proper disposal or forwarding to the instructor.
- Students will adhere to the Testing Center Disciplinary Policy and prohibited items list.

ITEMS PROHIBITED IN TESTING CENTER

The items listed below are not allowed in the Testing Center. If any of these items are brought to the center, the student must return them to their vehicle before being permitted to test.

- Unapproved calculators (with QWERTY keypads, and on cell phones)
- Calculator watches
- Calculators with rulers
- Spell checkers
- Dictionaries (unless approved by instructor)
- Slide rulers (unless approved by instructor)
- Backpacks
- Briefcases
- Cellular phones
- Sunglasses
- Communication devices
- Photographic or recording devices
- Highlighters (unless approved)
- Notes (unless approved by instructor)
- Textbooks (unless approved by instructor)
- Food or drink
- Additional paper/Scratch paper
- Electronic pagers
- Jackets (unless pockets are checked)
- Hats/wave caps
- Mechanical pencils
- Alarm devices

Cellular devices are **STRICTLY** prohibited in the testing center and upon arrival to test, must be turned off **completely**. If a cellular device rings, vibrates, or makes any distracting noise whatsoever, the student's test scores **WILL BE CANCELLED**.