



Testing Center Policies and Procedures

- An appointment is required for all exams proctored through the Testing Center. Students/Candidates/Agencies must contact Santresa Wilkins, Testing Coordinator at 870.574.4486 or via email at swilkins@sautech.edu to schedule an appointment. Any exceptions must be approved by the Testing Coordinator.
- Appointments should be made at least 24 hours in advance of testing to ensure adequate accommodation and availability.
- Students enrolled at another institution are responsible for ensuring all testing materials (testing instructions, exams, passwords, etc.) are delivered to the Testing Coordinator prior to their arrival to take the exam. Failure to have necessary information provided will result in forfeiture of the testing appointment and the exam must be rescheduled.
- A photo ID (Driver's License, passport, Student ID, etc.) is required for admittance to the Testing Center. NO EXCEPTIONS!
- If the student/candidate will be more than 15 minutes late for their exam, the Testing Coordinator must be contacted via phone immediately. Anyone arriving more than 15 minutes later will have to reschedule their exam unless the testing schedule permits and the Coordinator approves admittance.
- Early arrivals for exams will only be admitted if the testing schedule permits and the Coordinator approves.
- Any disruptive behavior is subject to immediate dismissal from the Testing Center and such behavior will be reported to the student's instructor and that instructor will determine if completion of the exam will be permitted.
- Cheating or other testing misconduct will result in immediate dismissal and forfeiting of exam completion at that time. The student's instructor and Enrollment Services Director will be informed of the misconduct immediately. Any approval to complete the exam in question must come from the student's instructor via email.



- No talking is allowed in the Testing Center. Every student/candidate must respect others taking exams. Any student/candidate warned about talking more than once will be asked to leave the testing center. Any and all questions must be directed to the Testing Coordinator only unless the student's instructor is present to assist.
- Only test related materials are allowed to be printed in the Testing Center. Students must have approval from the Testing Coordinator to print such materials to ensure it is allowed per the instructor's instructions. All scratch paper and other materials (printed documents, etc.) must be returned to the Testing Coordinator for proper disposal.
- Absolutely no children are allowed in the Testing Center. Students must make proper arrangements for children prior to arrival. Any student arriving with children will forfeit their testing appointment and are required to reschedule their exam(s).