



Clovis Community College

Testing Services Rules and Guidelines

- Students must arrive on time for their test appointment. Exams will be proctored starting at the scheduled appointment time. If you arrive late, we reserve the right to cancel your test appointment.
- Students must present an official photo identification card (i.e. CCC student ID or driver's license) prior to taking any test. No exceptions. A student will not be allowed to test without proper identification.
- Before entering the Testing Center, you must turn off your cell phone and all other electronic devices and place in your bag. If you access any electronic device or it makes noise while you are taking a test, we may confiscate your device or ask you to leave the test session.
- Please come prepared with appropriate scantrons, pencils, and any other testing materials approved by your instructor (i.e. calculator, allowed notes, allowed notecards, etc.).
- Accommodations used during testing must be approved by CCC DSP&S and your instructor and listed on your DSP&S Test Proctoring Request Form.
- Only materials authorized by the instructor on the Test Proctoring Request Form will be allowed during testing. Those materials will be checked by Testing Services staff to ensure they are in compliance.
- If your test requires the use of a computer or assistive technology device, you must use what is provided by Testing Services. You may not use your own devices.
- No personal items are allowed to be accessible to the student while testing, including cell phones, smart watches, electronic devices, etc. Students will be expected to place all personal belongings in the designated location that is to remain untouched by the student throughout the test session, including any breaks in testing.

- Once a test is started, you may not take out additional materials.
- You may not leave the room once your test has begun. Please plan to use the restroom facilities, if necessary, before arriving.
- Once your allotted testing time has expired, you must promptly stop testing. Your testing materials will be immediately collected. You may not wait to finish a problem you were working on when time was called.
- If provided with a desk timer, this is a resource, not the official time clock. Official time will be kept by Testing Services staff.
- Any notes or scratch paper (permitted by the instructor on the Test Proctoring Request Form) used during the test will be collected at the end of the exam and returned to your instructor with your exam.
- Once you turn in your exam to a Testing Services staff member, it is considered completed.
- Once a test is started in the Testing Center, it must be finished in one sitting within the posted operating times of the Testing Center.
- The Testing Center will close promptly at posted times and all tests will be collected and returned to instructors.
- The Testing Center staff cannot answer questions regarding the content or layout of the exam.
- The Testing Center is monitored at all times by recordable video surveillance.
- Cheating, or aiding another student to cheat, will NOT be tolerated. If suspected of cheating or using unauthorized aids, your test materials will be immediately collected and the incident will be reported to your instructor. Any writing on your person will be considered to be an act of cheating.
- Defiant, disruptive or rude behavior will not be tolerated. Students engaging in this behavior will be asked to leave and may be referred to the Dean of Student Services.
- Hats, hoodies, or sunglasses cannot be worn during testing.
- No food or drink is allowed.
- Children and guests MAY NOT accompany students into the testing room. Children may not be left unattended anywhere on campus.