

Walsh College Testing Center Policies and Procedures

Getting Started

- Participants must present a valid photo ID for all tests at the time of test administration
- Participants must store all personal belongings in the designated area (including all electronic devices, coats, purses, hats, study materials, backpacks, briefcases, etc.); nothing other than what is indicated by the instructor will be allowed in the testing room with the student
- Participants must turn off or silence all electronic devices such as cell phones, pagers and smart watches prior to locking them up

General Policies

- Testing guidelines and deadlines that have been established by test publishers and the instructor will be **strictly** enforced
- No individual will be allowed to start a group standardized test after the scheduled starting time
- **All** materials must be turned in to the test proctor upon test completion **10 minutes before** the Testing Center closes
- Security-related equipment and visual observation is used throughout the Testing Center and recording may be used to maintain the academic integrity of the testing process
- All policies and procedures outlined in the Walsh College catalog apply and are strictly enforced

Ethical Standards and Academic Conduct

- Cheating, unauthorized collusion, sharing of work, the unauthorized uses of aids, or other testing process irregularities are considered academic misconduct and will be reported to the instructor, the test administrator, and the Academic Conduct Committee
- Inappropriate behavior will not be tolerated and individuals may be asked to leave the Testing Center

I have read and agree to the Testing Center Policies and Procedures.

Signature _____ Date _____

Printed Name _____ Student ID _____