

TESTING SERVICES POLICIES

Scheduling Testing Appointments: Students are responsible for scheduling appointments with the Testing Center at least 48 hours (2 business days) in advance. Space, seating and/or proctor availability cannot be guaranteed when are not scheduled in a timely manner. **The Testing Center does not take walk-in appointments.**

Timing of Appointments: Students cannot be taking tests at times scheduled for course lecture. As such, students cannot miss a class to take a makeup exam for another class. Students with accommodations cannot miss class lecture due to receiving accommodations. Testing Services will work with faculty if testing times overlap lecture due to course scheduling.

Babies/Children/Minors: Children (babies/children/minors who are not current Mercy College students) are not permitted in the Testing Center, or in the testing spaces. Testing Staff do not monitor children while students test (See Minors on Campus Policy). Breaks to attend to children are also not provided.

Testing with Accommodations: Students who receive accommodations for testing are responsible for notifying the Testing Center by providing a copy of their current Notice of Academic Accommodations letter PRIOR to their testing appointment date, so that arrangements can be made for those accommodations in a timely manner.

Professionalism: Unprofessional behavior, or rudeness/discourtesy to faculty, staff, or students is not tolerated in the Testing Center. We understand that taking tests can increase anxiety for some students. However, if you are experiencing difficulties or feeling ill, please notify a staff member prior to taking your test, so that we can address your immediate needs. Disrupting test proctoring or test taking for others while in the Testing Center will be reported to the instructor as well as the Dean of Students as a student conduct issue.

Arrival/Admitting for Testing: Testers should expect to be at the Testing Center at least 5-10 minutes prior to their appointment time to allow for admitting and securing personal items and seating for testing. Faculty are notified of late arrivals as students are expected to be on time for testing, whether in the classroom or in the Testing Center.

Identification Required: A valid photo ID is required to test at the Testing Center (no exceptions). Currently, Mercy College of Ohio Student ID Badges, Driver's License, state or government issued photo IDs are accepted. Electronic versions of valid photo IDs are not accepted.

Test Taking Agreement: A Test Taking Agreement Form that outlines responsibilities for testing must be signed prior to being admitted for testing. Students are encouraged to read through the agreement prior to signing. A copy of the Test Taking Agreement can be provided upon request.

Late for Appointments: If a student is more than 10-15 minutes late for a test appointment, the appointment may be cancelled, and faculty are notified. Students are responsible for communicating with faculty if the test parameters need changed to reschedule the appointment. Continually late testers (more than once) will be required to meet with the Director of Testing Services to discuss testing issues and resolutions. After three late or unscheduled arrivals for testing, students will be referred to faculty for testing arrangements.

Personal Belongings: All materials needed for testing will be provided by proctoring staff. Students are required to secure all personal belongings prior to being placed in a testing space. Sunglasses, wallets, keys, purses, ID badges, electronics, etc., are not permitted in testing spaces. Staff have the right to refuse any type of personal items into testing spaces. Lockers are available for use that have

padlocks, and students may take the key with them to the testing space. The Testing Center is not responsible for damaged or unsecured items.

Electronics Prohibited: Electronic items are prohibited from being worn or taken into testing areas, including watches/smart watches, electronic earbuds (of any kind), Student ID Badges, or any other electronic device that could violate the integrity of the testing process. Electronics required as part of an accommodation, such as hearing aids, headphones, or white noise machines must be pre-approved by Accessibility Services.

Inspection of Items/Attire: Testing Center staff have the right to inspect and/or refuse any personal belongings being taken into the testing spaces. This includes hats, jacket, hoodies, or other items that may violate the integrity of the testing area.

Test Materials/Scrap Paper: Test materials designated as necessary by faculty on the test instruction form are provided by the Testing Center during testing; calculators, rounding rules (nursing program), pencils, erasers, desktop computers, and dictionaries. Proctors will provide any needed scrap paper, which is collected at the end of the test. Unless specified by the instructor, collected scrap paper is shredded after testing. Testing Services is glad to provide collected scrap paper to instructors when requested. Scrap paper can be electronically scanned to faculty for online courses only.

Breaks: Restroom breaks are not provided during testing unless a student has a disability-related accommodation, or the test is over three (3) hours long. PERSONAL NEEDS SHOULD BE ADDRESSED PRIOR TO A TEST APPOINTMENT. For testing over a long period of time, proctors will schedule short restroom breaks for students when available, approximately every 2 hours. Test time does not stop for restroom breaks.

Suspicious Behavior: Students discovered demonstrating any suspicious behavior during testing will be reported to the instructor, as well as the Vice President of Student Affairs (see Violations of Academic Integrity in the College Catalog). The Testing Center reserves the right to end a testing appointment due to suspicious behavior.

Health/Safety Risk: The Testing Center reserves the right to deny or delay testing services to any student who poses a health and/or safety risk to themselves or others. Faculty are notified for further instruction.

Camera Surveillance: Cameras are used to assist in monitoring of students in the testing areas. In the event of suspicious behavior, campus security will provide copies of test proctoring video recordings to appropriate instructors, as well as the Vice President of Student Affairs.

Delivery of Paper Exams: All paper exams/requested scrap paper from testing are delivered to faculty secured mailboxes by the end of the testing day. No exams/scrap paper will be returned to students once the designated testing time is over.