



Alternate Testing Room Rules

Before Entering the Testing Room

- Finish food and drink (with the exception of water) before entering the testing room.
- Visit restroom, if necessary. Your time does not stop if you decide to take a restroom break during the test, unless that is an approved accommodation.
- Leave all unapproved belongings in the space provided by Accessibility Services.

During the Test

- *Testing room is video monitored 24/7.* Accessibility staff and your instructor will have access to the video recording of this session and, if necessary, other parties in the case of suspected academic dishonesty.
- Read instructions carefully before you begin your test. If you are not sure of directions, check with Accessibility staff.
- You are responsible for monitoring your own time for an exam. There is a clock at each testing station, and your end time is noted.
- Talking to other students in the Testing Room may constitute academic dishonesty.

Leaving the Testing Room

- Once you receive your test, you will not be allowed to leave the Testing Room, unless using the restroom. You may not go into the room where your belongings are stored.
- Once a test is handed in, it cannot be returned to you for any reason.
- If you leave the testing site without permission of the test proctor, your exam will be considered complete and returned to your instructor.

Technology Policy

- No electronic devices or accessories allowed. Cellphones, smart watches, and all other electronics must be turned off during the test and left with your belongings.

Notes and Scratch Paper

- Any resources to be used during the exam must be arranged by your instructor with the Testing Room Staff.
- Any test that permits the use of notes must be hard copies - you may not use notes stored on an electronic device.

- All scratch paper must be turned in with the exam.
- You may not write down any information from the test and take it out of the Testing Room.

All students are expected to comply with the Wofford College Honor Code and Alternate Testing Site Rules.