

Testing Center Policies and Procedures

To keep your test secure and to maintain confidentiality, the Testing Center has procedures and policies that regulate your behavior in the Testing Center. Any student who takes a test in the Testing center – whether he or she is a Fayetteville State University Student – must comply with these regulations. Failure to do so may mean that you are ineligible to take your exam or may lead to stricter academic penalties.

Testing Center computers are monitored electronically, and the Testing Center may be under video surveillance.

If you have questions or concerns, ask your proctor before your exam begins or contact our office at 910-672-1301.

FACULTY AND STUDENTS

1. University Testing Services shall furnish facility and personnel for administering during its regular hours of operation, Monday through Friday, 8:00am to 5:00pm.
 - College of Business/SBE 104, (as scheduled) Monday thru Friday 9am to 5pm, break 1:00pm to 2:30pm.
 - William R. Collins 116, Monday thru Friday 8am to 5pm.
 - William R. Collins 109, Monday thru Friday 8am to 5pm.
2. University Testing Services hours of operation during **"MID-TERMS & FINALS"** 9:00am to 8:45pm. Break 4:00pm to 5:00pm (may change)
3. We do not take "Walk Ins".
4. Payment for testing occurs at the time of registration.
5. University Testing Services **do not accept cash.**
6. All payments are made in the Cashier's Office, located at the Lilly Building, or thru RegisterBlast (<https://www2.registerblast.com/fayetteville/Exam/List>).
7. To make an appointment, all exams are scheduled online (see links).
8. One exam per appointment.
9. All 2nd Attempts exams must be rescheduled.
10. Two hours maximum for exams.
11. University Testing Services **do not proctor "Open Book" Exams.**
12. No quizzes/homework. (Exams only).
13. University Testing Services allows one 8 ½ by 11 page of notes, front and back.
14. All scratch paper will be collected and discarded (no exception).
15. Students need to provide their own calculators/materials allowed for exam.
16. University Testing Services is not available for entire classroom testing. We do not have the space. Please accommodate such needs through your department. No entire face-to-face classes (individual exceptions only).
17. Students are required to provide exam information to University Testing Services before day of exam.
18. Contact the Testing center as early as possible to cancel appointment if circumstances prevent student from keeping their appointment. Repeated failure to do so may jeopardize future use of the Testing Center facilities.

19. The Testing Center does have limited seating; therefore, reservations for testing are made on a first-come-first served basis.
20. Failure to arrive on time frequently impacts students who are scheduled for later times and sometimes limits the time available to complete examination. Because of limited seating, after 15 minutes it will be assumed that you are a **“No Show”** and your seat may be given away.
21. No children, helpers are allowed in Testing Room.
22. Persons approved by the Student Disability Resource Center are allowed appropriate accommodations.
23. Each exam has a specific policy regarding rescheduling and/or canceling an exam. There are fees involved.
24. Family and Friends may not wait for examinees in the Testing Center while tests are in progress.
25. Some exams require admission tickets, non-expired government issued photo identification, student ID and other documentations as requested.
26. If items are brought to the Testing Center, examinees may put them in a locker. However, the Testing Center will not be responsible for any lost, stolen or broken items.
27. Testing Center is security camera, audio monitored for a test security and fairness.
28. Must be quiet entering and exiting the testing rooms.
29. Talking is not permitted in testing rooms.
30. The Testing Center does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the administration of any tests.
31. Testing shall be administered according to the rules of the test maker as communicated to the Testing Center. The Testing Center is not authorized to alter the conditions of any examination.
32. Academic Integrity is mandatory. Cheating may include but is not limited to the following: Making an effort to remove testing materials or notes from the room, not following testing procedures, failing to stop work when time is called, disturbing or attempting to get answers from another examinee, using unauthorized aids during testing, and disregarding test administrator’s instructions.
33. What’s not permitted in the Testing Center: hats, keys, cellphones, wallets, all watches, Fitbit, large and noisy jewelry, food, drinks, candy, gum, all pockets emptied, and you may be asked to remove other items if necessary. Avoid sniffing and coughing.
34. Any unauthorized use of computers in the Testing Center is strictly prohibited and will result in disciplinary action.

FACULTY ONLY

35. All exams be administered through Respondus.
36. All computer-based exams must have a password. University Testing Services do not proctor **“No Password” Exams**.
37. Computer-based exams must be timed by Canvas.
38. Instructors are responsible for providing University Testing Services the exam and outlining the conditions for administering the test and returning it.