



# **TUTORING & TESTING CENTER**

<p><b>HOURS:</b> Monday-Thursday 5:00-9:00 p.m.</p> <p><b>CONTACTS:</b> (805) 654-6400 Antonio Huante, ext. 1235 Sandy Hajas, ext. 3124</p>
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## **STUDENT GUIDE TO USING THE TESTING CENTER**

### **General Information**

- Students will be required to show identification. Acceptable forms of identification include Student ASB card, driver's license, state issued identification card, military identification, or passport. If you don't have photo identification, your professor may accompany you to the Test Center for personal identification (you must take the test at that time).
- Your instructor will notify the Testing Center if books, notes, calculators, etc. can be used during an exam. **NO EXCEPTIONS UNLESS IT IS NOTED BY INSTRUCTOR.**
- All testing ends **PROMPTLY** at 8:45 p.m. Please allow yourself enough time to finish your exam between the hours of 5:00 p.m.-8:45 p.m., Monday through Thursday.
- Only people who are taking an exam are allowed in the Testing Center. The Testing Center staff cannot be responsible for children or adults who require care and supervision.
- Only authorized materials are allowed on the desk top or table while testing. Purses, bags, or backpacks must be stored under chair or table.
- The use of cell phones and other electronic devices including pagers, iPods or headphones are not permitted while taking an exam. All electronic devices must be turned off and cannot be visible.
- Pens, pencils, Scantrons, or Blue Books will **NOT** be provided. Please come prepared to take your exam.
- Food and drinks are not allowed in the Tutoring & Testing Center.

### **Information Provided by Your Professor**

- Contact your professor prior to the exam if you have any questions regarding your exam, verify the dates you may take the test, the amount of time you will be allowed, and/or the aids (notes, textbook, scratch paper, calculator, etc.) you may use during the exam.
- Testing Center staff will adhere strictly to the professor's written instructions. The Testing Center will not administer tests on unauthorized days, allow the use of unauthorized aids, grant extra testing time, allow unauthorized breaks or allow you to make phone calls.
- You may not leave the testing room during a test unless otherwise noted by your professor.

### **Academic Integrity**

- The use of unauthorized aids or cheating of any kind will be reported to the instructor.