

# UVU Nursing Testing Center (NTC)

## Student Guidelines

**For any questions regarding the NTC, please contact:**

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The UVU Nursing Testing Center (NTC) has developed the following guidelines for students to ensure that our services are provided in a secure, confidential and efficient manner. Please take time to carefully read the student guidelines:

**To Take a Test:**

1. Bring your Student ID card or a government-issued ID card and show it to the proctor.

2. You may use materials necessary for your test (scratch paper, calculators, etc.) as authorized by your instructor. You will not be able to use any materials

that your instructor did not authorize. Also, you will not be allowed to go out to get anything you have forgotten once you begin your test. When you have completed your exam, all materials, including scratch paper, must be given to the Testing Center proctor.

3. All bags, backpacks and other belongings should be placed on the table/cabinet as instructed by the proctor before you begin the test. You may not bring any food or drink into the room.

4. Please respect others and remain quiet during the examination. If you have any problems or technical difficulties, raise your hand and the proctor will check on you.

5. You may NOT take a break unless an emergent situation arises.

6. Give yourself plenty of time to take your test. Be aware of NTC opening and closing times on the date you choose to test. The NTC will close promptly at the specified time and all tests will be collected and computers will be shut off. Students who have not completed their tests will still be required to submit the test at closing.

7. Once you have completed your test, log off the computer, gather your belongings from the table and check out with the proctor. If you have any questions or concerns regarding the test or test content, please contact your instructor.

### Cell Phones

Before entering the testing room, you must turn off your cell phone. Any use of a cell phone during testing is strictly prohibited. If you need to call or text during the test due to an emergency situation, you must check with the proctor first and then take a break outside the room. If your phone rings out loud while you are taking the test, you will be asked to leave without completing your test.

### Academic Dishonesty

For purposes of the Testing Center, we consider the following to be academically dishonest:

- Copying from another person's work during an examination
- Allowing someone to copy from you during an examination
- Using unauthorized materials during an examination
- Taking an examination for another person or permitting another person to take an exam for you
- Obtaining or providing an un-administered test or answers to an un-administered test
- Removing or attempting to remove a test, its answers, or any portion thereof from the NTC

Consistent with the expectations of the University Honor Code, individuals caught engaging in any of the above-described behaviors will be referred to the Honor Code Office and to their instructor for appropriate disciplinary action.