



UTAH VALLEY UNIVERSITY CLASSROOM TESTING CENTER

Testing Policies and Procedures

Identification

- Current and valid school or government photo ID must be presented prior to taking a test.

Fees

- A \$4.00 fee will be charged if you are taking a test after the first third of the testing period.
- There is **ALWAYS** an option to take the test for **FREE** on the first day of the regular testing period.
- A \$4.00 fee will be charged for all make-up tests

Cell Phones/Electronics

- All cell phones, smart watches, and electronics must be powered off and put away prior to receiving a test.
- Any prohibited use of cell phones, smart watches or electronics during an exam will result in immediate termination of the exam and an incident report will be sent to your instructor.
- If your cellphone rings (or is used) for any reason a \$10 fee may be charged for disrupting the testing environment.

Suspicious Behavior

- If you have any writing on yourself, do your best to remove it prior to testing. If the proctor sees any markings on you it will be investigated and your test may be stopped and instructor notified.
- We reserve the right to investigate any suspicious behavior. Your test may be stopped and instructor notified pending the results of the investigation.

Test Info

- Non Write-on Tests are not allowed to be written on. If you receive a test with any writing on it, notify the proctor immediately or you may incur a \$1 damaged test fee when returning the test.
- It is prohibited to detach any page(s) from an exam in the testing center.
- Blue Book Tests require a CTC issued blue book which must be purchased for 25¢ or 50¢ at the time of testing.

Food & Drinks/ Restroom Breaks

- The consumption of food or drinks is not allowed in any testing room. Drink containers that have a straw or do not have a twist on lid are not allowed to enter the rooms.
- All food or drinks must be stored underneath the desk while testing.
- If you need to get a drink, snack, or use the restroom, raise your hand in the testing room and we will be happy to provide an escort for you. However, all testing and personal items, including any electronic devices will be required to stay in the testing room.

Personal Items & Bags

- Due to current trends in wearable technology, all watches must be removed and stored away while testing.
- Any and all personal items or bags brought into the testing center must fit and remain under the desk while testing.
- Hats and beanies will be inspected prior to testing and if they have a bill must be worn backwards while testing or put under the desk.
- Hoods of any type may not be worn on top of your head while testing.
- Sunglasses may not be worn while testing.
- Black bags will be issued for any loose items, textbooks or notes and must be returned after your test.

During Testing

- Do not sit next to any of your classmates.
- You may raise your hand to ask the proctor a question and they will approach you; however our proctors are not allowed to clarify any test material or help answer test questions in any way.
- The only testing aids that will be permitted are ones specified to you at check-in. If you have any questions or concerns regarding testing aids make sure to ask before testing. Please note that it is up to your instructor to inform us of any testing aids permitted.

After Testing

- Exit the testing room to return the test or computer slip and **all** testing materials to the back counter for the check-out process.

We reserve the right to alter the above policies and procedures on a case by case basis at the discretion of management. In order to test in the Classroom Testing Center you must agree to abide by our testing policies and procedures.



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Student Code of Conduct and Academic Responsibilities

- 5.4.4** Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:
- 1) Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.
 - 2) Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.
 - 3) Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:
 - a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
 - b) Listing sources in a bibliography not used in the academic exercise.
 - c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 - d) Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.