

TESTING SERVICES GUIDELINES

**Mondays - Fridays
8:30 a.m.- 4:30 p.m.
Evening hours as scheduled.**

- ◆ A valid photo ID is required for tests.
- ◆ Cell phones must be turned on silent and collected prior to testing. Students will not have access to them during testing or breaks.
- ◆ Children are not allowed in the Testing Center during testing and must be supervised by an accompanying adult while on campus.
- ◆ Students who are ill or experiencing coughing, high fever, or other contagious symptoms are encouraged to reschedule their tests.
- ◆ Plagiarism, cheating, fabrication, and other forms of academic misconduct are prohibited in the Testing Center. Testing Center staff who have good cause to believe that a student engaged in academic misconduct have the authority to dismiss the student from the Testing Center. The student's course instructor or appropriate test provider for a third party test taker will be notified. Northeast State students, including those enrolled in TN eCampus courses, are subject to NeSCC [Policy 03:05:04](#) Academic, Non-Academic, and Classroom Misconduct.
- ◆ Students whose behavior is a disturbance to other students will be asked to leave the Testing Center.
- ◆ All scratch paper must be turned in before leaving the Testing Center.
- ◆ Accommodations for testing (e.g., extended time, low-distraction testing, etc.) must first be approved through Accessibility Services, and then the appropriate testing location will be determined.
- ◆ Food or beverages are not allowed at the testing computer stations and must be properly stored while in the Testing Center.

**www.NortheastState.edu/Testing
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