

# ACCESSIBILITY SERVICES TESTING GUIDELINES

**Mondays - Fridays  
8:30 a.m.- 4:30 p.m.**

- ◆ 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 Accessibility Services Testing area 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 Accessibility Services. Staff who have good cause to believe that a student engaged in academic misconduct have the authority to dismiss the student from the test. 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 room.
- ◆ All scratch paper must be turned in before leaving Accessibility Services.
- ◆ Food or beverages are not allowed at the testing stations and must be properly stored while testing.

**[www.NortheastState.edu/Accessibility](http://www.NortheastState.edu/Accessibility)  
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