

JSCC Testing Center Policies and Procedures

- Appointments are required for all proctored exams at the Jackson State Community College Testing Center.
- Schedule appointments at: All appointments must be scheduled a minimum of 48 hours in advance.
- Students are required to check-in with Testing Center staff upon arrival and check-out upon exam completion.
- No children are allowed to be left unattended anywhere on the JSCC campus while a student is taking an exam in the Testing Center.
- Students who are more than 30 minutes late for their appointment may be asked to reschedule.
- JSCC students will be required to log onto the computer in the Testing Center using their individual JSCC credentials.

What to Bring on Test Day

- **You must bring an unexpired, valid photo ID:** Government Issued ID (Driver's License, Passport, State ID, Military ID) or JSCC Student ID. Photocopies and photos of IDs **are not acceptable** forms of identification.
- **Bring Authorized test aids ONLY:** Instructors notify the Testing Center which test aids are authorized.
 - Only test aids authorized by the instructor will be allowed into the testing labs. All other materials must be stored in a provided locker.
 - If a student is caught with unauthorized test aids during testing, the instructor will be notified

Important Reminders *Secure lockers are available in the Testing Center as a service to students.*

- **No cell phones are allowed in the testing area** – Cell phones must be turned completely off and placed in a locker. **Cell phones may not be used as a calculator on any exam.**
- **No watches, fitness trackers, tablets, pagers, or any type of electronic devices are allowed in the Testing Center.** These items must be turned completely off and placed in a locker.
- **No food or drink is allowed in the Testing Center unless** allowed by ADA accommodations on file.
- **No hats, caps, scarves, or hoods** unless you have religious reasons or ADA accommodations on file.
- **No heavy outerwear or coats of any type.** The testing Center is kept around 70 degrees, please dress accordingly.
- **Pockets** – Please be aware that you may be asked to empty all pockets and place items in a locker. This includes pockets in all items of clothing.
- **Children are not permitted in the Testing Center and cannot be left unattended in the Learning Commons.** Students must make childcare arrangements prior to testing.

Inside the Testing Center

- **Quiet:** Please be quiet in the Testing Center as a courtesy to others testing. If you are disruptive, you may be asked to leave the Testing Center. Your instructor and Campus Security will be notified.
- **Assigned Seating:** Testing Center staff assign all student seating. Students are not allowed to change seats.
- **After starting a test:** Students are not allowed to leave the testing lab during a test unless approved by a proctor.
- **Emergency:** If you need to leave the testing lab during a test for an emergency, notify a proctor before leaving.
- **Computer use:** All computers are for testing use only. Students are not allowed to use the computers to visit other websites or check email during or after a test.
- **Leaving the Building:** Once testing has begun, you should not leave the building for any reason. Leaving may invalidate your test even if breaks are approved.

All students are expected to abide by Jackson State Community College's Student Conduct Policies and these Testing Center Policies and Procedures while in the Testing Center. A student's instructor and/or Campus Security may be notified of violations.