

ASSESSMENT CENTER RULES - CODE OF CONDUCT

****Please distribute/review the following information with your students prior to scheduling a proctored exam****

STUDENT RESPONSIBILITIES:

- Be courteous at all times.
- Display a valid picture ID (SCSU ID, driver's license, military ID, passport, or other state or federal government issued ID card - or students may come to the Assessment Center accompanied by an instructor who verifies the student's identity) upon signing in.
- Students MUST provide the course name and number and the instructor's name for each test they take upon signing in.
- Students must place the approved ID in the labeled area (**ID Must Be Placed Here During Testing** indication on the lower right-hand side of the flat CPU) after being seated at the assigned computer designated by the proctor.
- If you experience hardware or software problems or distractions that affect your ability to take the assessment, notify the administrator immediately by raising your hand. If you have other questions or concerns, raise your hand and the administrator will assist you as long as other candidates are not disturbed. The administrator cannot answer questions related to assessment content.
- **PROHIBITED ITEMS** in the testing center include cellular phones, or other electronic devices, pagers, watches, wallets, purses, hats, bags, coats, food, drinks, books and notes. You must store all personal items in one of the bags provided. Cell phones, pagers or other electronic devices must be turned off before storing them in a bag. You may **ONLY** access the contents in the bag when exiting the center. The assessment center is not responsible for lost, stolen or misplaced personal items.
- Scratch paper/pencils will be provided.
- If you do not follow the above rules, if you tamper with the computer or if you are suspected of cheating, appropriate action will be taken. This may include invalidation of your assessment results.