

Testing Center Policies

- All Students and Test Candidates must Present an official government/state issued, current, valid, photo ID (driver's license, military ID, or passport) in order to test.
- All tests are by appointment only.
- No cell phones, watches, or any electronic devices are permitted in the testing area. All cell phones must be turned off before being placed in a locker.
- No food, candy, gum, or drinks of any kind are allowed in the Testing Center.
- No bags, hooded tops, hats (except for religious purposes), guns, or weapons of any kind are allowed in the Testing Center.
- Quiet Please: One of the purposes of the Testing Center is to provide a quiet atmosphere. Standing outside the Testing Center or in the reception area talking to other students is prohibited.
- Testers will be continuously monitored during testing.
- Videotaping is conducted of all exams.
- No talking or making noises that disturb others while in the testing room.
- Notes and scratch paper cannot be taken from testing room.
- Only persons who are testing are allowed in the testing area. For their own safety and out of consideration for other testers, under no circumstances are children allowed in the Testing Center nor or they allowed to wait in the reception area.
- Personal calculators, if allowed, will be inspected by test center staff before use in the testing center.
- The Testing Center should be informed of needed accommodations due to documented disabilities at a time appointment is made. All special accommodations for CVCC students must be approved and submitted through the ADA Coordinator, Ms. Vickie Williams, Associate Dean of Student Development and Success.

Cheating will be reported to the appropriate department, testing company or program institution