



Testing Center Policies

- **Picture ID is required** to test.
- Testing ends 15 minutes before closing time.
- Testers must have permission from the test proctor to leave the testing room during a test. If a tester leaves before completing a test, instructor permission is required before the test can be finished. (NOTE: At RVC, moving a car is not a valid reason to leave the testing room. Please take care of this before beginning a test.)
- All test material will be left on the desktop in the testing room until the test is completed.
- **All tests, scratch paper, and answer sheets** must be turned in to the test proctor before you leave the Testing Center Office.
- Only authorized materials are allowed on the desktop while testing. Valuables such as purses and calculators may be placed on the floor under the desk; all other items are to be placed where directed by test proctor(s).
- Tobacco use is prohibited in the testing rooms.
- No food is allowed in the testing rooms.
- Beverages will be allowed only if they are in containers with lids.
- Cell phones, pagers or other electronic equipment must be turned **off** and put away.
- Children are NOT permitted in the testing room, nor are they allowed to wait outside the testing room unattended.
- Seating is limited and is first come-first served. If needed, a waiting list will be in effect. **Avoid the crowd** - try to take your test on the first or second day it becomes available.
- Cheating of any kind will be reported to the appropriate instructor and/or agency.