NCTC TESTING CENTER GUIDELINES

All North Central Texas College (NCTC) campuses are limiting the numbers of people on campus as we continue to closely track the coronavirus disease (COVID-19) and follow state health and safety guidelines. NCTC Testing Services are offered by appointment only.

Everyone entering the campus must enter at the main entrance door and be screened with temperature checks.

- The Office of Testing Services requires all employees, and anyone entering the office to wear a face covering over the nose and mouth upon arrival into our offices. Face masks must be worn over the nose and mouth throughout the duration of the visit. Test takers may be asked to lift the mask for facial recognition during the check-in or check-out process. We appreciate your cooperation while we continue to monitor and follow state-wide face covering mandates.
- I understand that I must have an un-expired government issued ID card or NCTC College ID card with a recognizable photo in order to take exams. I understand that I am NOT allowed to test without a proper ID. (High school TSI students ONLY may use a current high school ID).
- I understand that my photo ID must stay FACE UP on my desk during testing, and visible to Testing Center staff at all times.
- I understand that it is my responsibility to make an appointment at least one business day in advance, and that I MUST BE SCHEDULED in order to take a test in the Testing Center.
- I understand that I am prohibited from wearing the following in the Testing Center: hats, headscarves, jackets, coats, hoodies, sweaters with pockets, and/or large jewelry, unless worn for religious purposes. Such items must stay in the designated storage areas within the Testing Center.
- I understand that the Testing Center prohibits unauthorized personal items. This includes, but is not limited to cellphones, electronic devices, laptops, watches, study materials, books, notes, gum, tobacco, food, and drinks. If caught with any of these items, I understand that I must leave the Testing Center, and my scores will be cancelled or invalidated.

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• I understand that the Testing Center does not allow any guests (including children and parents) to wait inside the Testing Center. Guests can wait in the common areas of each campus.

• I understand that it is my responsibility to reschedule my exam if I am ill.

• I understand that the Testing Center will provide scratch paper and No. 2 pencils. The Testing Center prohibits any outside testing utensils unless approved by the ADA.

• I understand that the Testing Center prohibits talking, except for communicating with Testing Center staff. I understand that I should use the restroom before my exam as restroom breaks may not be permitted during my exam.

• I understand that communication with any other examinee during my test is prohibited. I further agree not to cheat, disrupt, or behave in any way what would adversely affect my performance or that of others. **THE TESTING CENTER PROHIBITS ALL FORMS OF CHEATING.**

• I understand that all fees charged by the Testing Center are non-refundable and nontransferable.

• I understand that storage space is limited and at my own risk; the **Testing Center staff is not responsible for my personal items that are stored in lockers.**

• I understand that I must comply with all Testing Center rules and conditions, and that if I fail to do so, I will be dismissed from test administration, and/or my scores will be affected or invalidated, and no monies will be refunded.