

NCTC TESTING CENTER GUIDELINES

- 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.
- 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 non-transferable.
- 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 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.