

**Rose-Hulman Academic Testing Center**

asks that professors be as specific as possible regarding the instructions and conditions under which exams are to be administered.

### Test Security

Tests will be stored in a locked file cabinet and will only be accessed by Academic Testing Center professional staff.

### Test Retrieval by Professor

The professor will be notified electronically when the student has completed the test. The faculty member or another department representative may retrieve the test from the Academic Testing Center. Exams will not be returned via campus mail.

### Disposal of Exams

Exams that have not been taken by a student will be shredded after 7 days, unless the Academic Testing Center is notified by the professor that the testing window has been extended.

### Student Responsibilities

Students must conduct themselves in a manner that exemplifies personal honesty and integrity.

Students are expected to

Arrive on time for the scheduled exam. If a student is more than 15 minutes late, he/she may be not be allowed to begin the test.

Utilize the lockers provided in the testing area for all personal items. Cell phones must be turned off or at least muted.

Check-in at the front desk.

Bring and be ready to show Rose-Hulman Student Identification card or a valid driver's license. No student will be permitted to test without picture identification.

Bring materials necessary for the test as authorized by the instructor (e.g., calculator, formula sheet, etc.). The Academic Testing Center has a limited number of calculators that students may borrow to take an exam.

Use the restroom prior to beginning an exam. If a student needs to use the restroom during an exam, the student must ask permission from an Academic Testing Center staff member. Students must return promptly from restroom breaks. They will not be permitted to leave the lower level of the library during breaks from testing.

Bring a snack if an exam lasts longer than four hours (if desired). The Academic Testing Center offers free bottled water and cereal bars during final exams.

Be considerate of others by refraining from distracting behaviors such as tapping fingers or feet, reading aloud, humming, etc.

## Testing Procedures

After the student shows proper identification, a member of the Academic Testing Center staff will retrieve the test for the student.

A staff member will read and show the testing instructions to the student.

A staff member will accompany the student to the testing area and note the assigned cubicle and time.