



Testing Center Policies

1. All test takers must provide a valid Photo ID for at during exam check-in. Photocopies are not accepted. Some exams may require a specific ID or multiple forms of identification. Contact the testing center for more information.
2. Test takers are required to make an appointment at triton.edu/testingcenter at least 24 in advance of their desired testing time. Placement testing is done on a walk-in basis and does not require an appointment.
3. If taking a make-up or online exam, the test taker will be required to provide the instructor name, course number, section number, and the name of the test.
4. All personal items (backpacks, purses, jackets, etc.) must be stored in the locker room before entering the testing room. Lockers are assigned free of charge at check-in. No cell phones or other electronic devices, food, or drinks are allowed in the testing room. Hats, caps or headwear of any type may not be worn in the testing room without official documentation submitted to the Director prior to the testing date.
5. Start, end, and cutoff times for test administration are mandated by the wall clock located in the front of the testing room. Test takers are responsible for returning their test at the designated cutoff time. Test takers are not allowed to leave the testing room with any testing materials. All test materials will be collected before you leave the testing room. This includes the test, test answer, charts, and scratch paper.
6. Any test materials (calculators, notes, books, etc.) may only be used per instructions authorization. Test takers will be notified of all approved materials by Testing Center staff prior to the start of their exam.
7. Breaks are not allowed during tests. Once you have accepted your exam, you may not leave the room for any reason. If you leave, your testing session will be terminated and you will not be allowed to continue the test. If you require breaks during a scheduled testing session, consult with the Center for Access and Accommodative Services for more information.
8. Cheating and other forms of examinee misconduct are serious offenses. If it is determined that you committed one of these offenses, an incident report will be submitted to your instructor and the Dean. These offenses include:
 - Copying from another person's test.
 - Allowing someone to copy from your test.
 - Having unauthorized materials during your test.
 - Taking a test for another person.
 - Removing or attempting to remove any testing materials from the Testing Center.
9. Children are not allowed in the testing room. Children cannot be left unattended in the lobby area. (Testing Center staff will call campus police if children are left unattended.)
10. Test takers are responsible for following all instructions and guidelines for their tests.

The Testing Room is monitored by closed circuit cameras to assure the security of staff and patrons, as well as the integrity of the testing procedure. You may be recorded for security purposes.

Please do not hesitate to contact us for further inquiry at (708) 456-0300 extension 3252.