

## Triton College Testing Center Policies

1. All exams require a valid photo ID. Photocopies and photographs of IDs are not accepted. Some exams may require specific ID or multiple forms of identification.
2. All exams require an appointment. Appointments need to be scheduled online at least 24 hours in advance and are scheduled by the test taker online at [www.triton.edu/testingcenter](http://www.triton.edu/testingcenter). Plan to arrive 10 minutes prior to your appointment time for verification and processing. Students needing two or more exams will need to make multiple appointments.
3. No devices, food, or drinks are allowed in the testing room. All electronics (phones, smart watches, headphones, etc.) and personal items (backpacks, purses, etc.) must be stored in the locker room before entering the testing room. Lockers are assigned at check-in.
4. No outside materials or resources are allowed inside the testing room (calculators, notes, e-books, etc.) unless permitted by specific exam instructions. Test takers will be notified of approved materials/resources by Testing Center staff prior to the start of their exam. Possession or use of unauthorized materials/resources will result in exam invalidation and will be reported to the appropriate parties (instructor, dean, test vendor, etc.).
5. Once you have accepted your exam, you should not leave the testing room. Test takers should use the facilities prior to testing. If you must leave due to an emergency, you are required to check out with the proctor. These instances will be documented and your test attempt may be subject to review.
6. Test takers are responsible for knowing which exam they are taking. Students taking a Triton course exam need to provide their instructor name, course number, and name of test. Deadline extensions and exceptions to any course testing instructions must come directly from faculty to the Testing Center.
7. Test takers are responsible for knowing their exam account username/password credentials (Blackboard, MyMathLab, ATI TEAS, etc.) If a test taker cannot access their account, they may be dismissed from the testing session.
8. Test takers are responsible for returning their test materials (including scratch paper) to the proctor by the designated cutoff time. 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 not allowed to leave the testing room with any testing materials.
9. Children are not allowed in the testing room and 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 exams.

### THE TESTING CENTER AND COMPUTER SCREENS ARE MONITORED BY DIGITAL SURVEILLANCE

**Any form of academic dishonesty, misconduct, or violation of testing center policy will result in termination of the exam session and will be reported.**

**Exam candidates who do not comply with policies may be ineligible to test at the testing center for future attempts and are not eligible for exam refunds.**