

## Policies and Procedures - Georgia College Testing Center

The Center for Testing at Georgia College is committed to providing a top-tier testing environment for all test takers. Our commitment to excellence is reflected in our adherence to National College Testing Association's Standards and Guidelines for Post-Secondary Test Centers.

To ensure a smooth testing experience, it is crucial for all test takers to familiarize themselves with our policies.

1. **5-Business Day Notice:** All appointment requests must be submitted 5 business days before an appointment. 5 business days refers to a period of five consecutive working days, typically Monday through Friday, which excludes the day of submission, weekends, and public holidays. Failing to submit a request by or before the 5-business day notice will result in a denied request, and the student will need to take the exam in class.
2. **Identification:** All test takers must have a valid government-issued picture ID to test. Acceptable forms of identification include driver's license, military ID, passport, other state, or federal government issued ID card. Please ensure that your photo ID card is current and not expired when you arrive at the testing center.
3. **Testing Area:** Only testing staff and test takers are allowed in the testing labs.
4. **Punctuality:** Please plan to arrive a few minutes before your scheduled appointment. If you are running late, inform us promptly. Failing to do so could result in your appointment being rescheduled.
5. **Prohibited Items:** Items that are not allowed in the testing labs will need to be put away in the locker assigned to you during your testing appointments. Items prohibited include smart watches, hats, sunglasses, food/drinks, and cell phones. Cellphones may be allowed only if you have approved medical accommodation or if your exam requires DUO authenticate. If DUO authentication is required, students must immediately lock up the cellphone after authenticating. Calculators must be the type(s) specified by the instructor, and calculators with internet capability are not permitted.
6. **Restroom Breaks:** If you need to use the restroom, please leave all your materials in the testing lab, and sign in and out with the proctor. If bathroom breaks are excessive and are longer than 10 minutes, you may be reported to the instructor.
7. **Surveillance/Camera Monitoring:** In addition to proctors, the Center for Testing employs video, computer surveillance and recording technologies to maintain an environment of academic integrity. Please note, all testing appointments are monitored and recorded.

## Academic Dishonesty and Student Conduct

We uphold the highest standards of academic integrity and expect all students to adhere to the Georgia College Bobcat Code, which is rooted in the principles of Reason, Respect, and Responsibility. (<https://www.gcsu.edu/deanofstudents/student-code-of-conduct>)

It is essential that students also follow the Georgia College Academic Honor Code, which prohibits cheating. This includes copying from another student and using unauthorized materials.

If a student is caught cheating during an exam, the test will be immediately halted, the instructor will be informed, and an incident report will be submitted to the Dean of Students. Remember, your commitment to academic integrity reflects your dedication to your education and personal growth.