

Center for Testing Policies and Procedures

The Center for Testing at Georgia College is committed to providing a secure, professional, and student-centered testing environment for all test takers. Our commitment to excellence is reflected through our adherence to the National College Testing Association (NCTA) Standards and Guidelines for Postsecondary Test Centers.

To help ensure a smooth and successful testing experience, all students are expected to review and follow the policies below.

1. Appointment Requests: Five-Business-Day Notice

- All testing appointments must be requested at least five business days before the desired testing date.
- "Five business days" refers to five consecutive working days (Monday through Friday), excluding the day the request is submitted, weekends, and university holidays.
- Requests submitted fewer than five business days before the requested appointment date will be denied, and students will be required to complete the exam in class unless otherwise approved by their instructor.
- Students are allowed to submit requests up to four weeks in advance.

2. Identification Requirements

- All test takers must present a valid, government-issued photo ID before being admitted to the testing center.
- **Acceptable forms of identification include:**
 - Driver's license
 - Military ID
 - Passport
 - State-issued identification card
 - Other federal or state government-issued photo IDs

*Expired identification will not be accepted.

3. Testing Area Access

- Only authorized testing staff and scheduled test takers are permitted in the testing labs. Family members, friends, and other visitors are not allowed in testing areas.

4. Punctuality

- Students should arrive a few minutes before their scheduled appointment time to allow for check-in procedures.
- If you anticipate being late, notify the Center for Testing as soon as possible. Failure to do so may result in your appointment being cancelled or rescheduled.

5. Late Arrivals

- Students who arrive up to 10 minutes late for their scheduled exam may be permitted to test, depending on their instructor's directions. The instructor will be notified of the late arrival.
- Students who arrive more than 10 minutes late may be required to reschedule their exam. The instructor will be notified, and any next steps will be determined according to the instructor's instructions.
- To avoid disruptions or delays, students are encouraged to arrive a few minutes before their scheduled appointment time.

6. No-Show Policy

- Students who arrive more than 15 minutes after their scheduled appointment time will be considered a No-Show.
- In these situations, the instructor will be notified, and the student must contact their instructor to determine whether they are eligible to reschedule the exam.
- To avoid being marked as a No-Show, students should plan to arrive before their scheduled appointment time and notify the Center for Testing if an unexpected delay occurs.

7. Prohibited Items

Items not permitted in the testing lab must be secured in a locker provided by the Center for Testing.

- **Prohibited items include:**

- Cell phones*
- Smart watches
- Meta glasses
- Other unauthorized electronic devices**
- Pencil pouches
- Sunglasses
- Hats, caps, hoods, and other head coverings (unless worn for religious reasons or provided as an approved accommodation)
- Food and beverages

***Cell phones may only be used when:**

A documented accommodation has been approved by the Student Disability Resource Center,

or

The exam requires DUO authentication.

Students requiring DUO authentication must immediately secure their phone in a locker after authentication is complete.

****Calculators**

Calculators are permitted only if:

- Approved by the instructor; or

- Approved as an accommodation by the Student Disability Resource Center.

Calculators with internet access or communication capabilities are prohibited.

The Center for Testing reserves the right to prohibit any item that may compromise test security, create a distraction, or interfere with the testing environment.

8. Restroom Breaks

Students needing a restroom break must:

- Leave all testing materials in the testing lab.
- Sign out with the proctor before leaving.
- Sign back in upon returning.
- Excessive restroom breaks or breaks lasting longer than 10 minutes may be reported to the instructor.

9. Surveillance and Monitoring

To maintain academic integrity and testing security, the Center for Testing utilizes:

- In-person proctoring
- Video monitoring
- Computer activity monitoring
- Recording technologies

All testing sessions are monitored and recorded.

10. Testing Begins at 8:30 AM

- Testing appointments begin at 8:30 AM.
- Students with an 8:00 AM class must schedule their testing appointment for 8:30 AM. If this creates a class conflict, students should work with their instructor to identify an alternative testing time.

Late Afternoon Appointments

- The latest standard appointment time offered by the Center for Testing is 2:30 PM.
- For exams lasting one hour or less, the Center for Testing will work with the student and instructor to schedule a 3:00 PM appointment when appropriate.

11. Rescheduling an Appointment

Students needing to reschedule a testing appointment must contact both:

- The Center for Testing, and
- Their instructor.

Any changes to an approved testing date or time must be authorized by the instructor unless the change is related to the 8:30 AM or 3:00 PM scheduling policies.

12. Class Conflicts

- If a testing appointment conflicts with a class, students must first obtain approval from their instructor for an alternative testing date or time.
- Once approval is obtained, students should contact the Center for Testing to arrange a new appointment.

Academic Dishonesty and Student Conduct

The Center for Testing is committed to maintaining the highest standards of academic integrity. All students are expected to uphold the Georgia College Bobcat Code, which is grounded in the principles of Reason, Respect, and Responsibility.

Students are also required to comply with the Georgia College Academic Honor Code, which prohibits all forms of cheating and academic dishonesty, including but not limited to:

- Copying from another student
- Using unauthorized materials, devices, or resources
- Receiving or providing unauthorized assistance during an exam

Any student observed engaging in cheating or other acts of academic dishonesty will have their exam immediately terminated. The instructor will be notified, and an incident report will be submitted to the Dean of Students for review and appropriate action.

Academic integrity is a fundamental component of educational experience and reflects each student's commitment to ethical conduct, personal responsibility, and academic success.

For additional information, please review the Georgia College Student Code of Conduct:

<https://www.gcsu.edu/deanofstudents/student-code-of-conduct/>