



Kenai Peninsula College

UNIVERSITY of ALASKA ANCHORAGE

Learning Center Testing Policy

All testers must present a current photo ID in order to test

Scheduling: All students can schedule their appointments at least 24 hours in advance. Scheduling can be done online at kpc.alaska.edu/testing

Time Allotted: If no time limit is specified for completion of the exam, it is the student's responsibility to complete the test within the posted business hours identified for test proctoring. Once a test has been started, it must be completed in one sitting (unless specified ahead of time, in writing, by the instructor).

Personal Items: All personal items, including cell phones, must be left outside of the testing room in a locker, and turned off. It is recommended that you bring only what you need (i.e. photo ID); we are not responsible for any lost or stolen personal belongings.

*No laptops, e-books, or any other electronic devices are allowed in the testing area. If your class allows for open book exams, you may bring the physical book; you will not be allowed to use an e-book.

Unauthorized Materials: No books, notes, calculators, or other materials are allowed, unless specified in the written instructions given to the proctor from the instructor. Opening a new tab/window on the internet during computer-based testing is NOT allowed. Any materials used, including scratch paper, must be turned in to the proctor at the completion of the test. There is to be no talking in the testing room.

Food/Drink: To protect our electronic equipment, no food or drinks are allowed in the testing room. The only exception is water in a container with a lid. No other drinks, food, or tobacco/vape use is allowed.

+ In keeping with UA Policies and Regulations regarding academic misconduct, students may not share any information stemming from or relating to the content of the exam with other individuals who are due to take the same exam.