



LEARNING CENTER TESTING POLICY

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

Scheduling: All students must now schedule their appointments at least 24 hours in advance. Scheduling can be done online at kpc.alaska.edu/testing(preferred), or by calling 262-0227.

Test 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 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: Only drinks in closable containers will be allowed. No food or tobacco 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.