

Skills Center Testing Policies



TESTING POLICIES

The following policies apply to **all** test-takers in the Skills Center:

1. A Fullerton College I.D. **or photo** identification (e.g., driver's license or work I.D.) is required. Students must also know their FC student I.D. number.
2. Please come prepared by bringing the following pertinent information: title of course, test title, and name of instructor. Should you not have this information, we will make every effort to help you.
3. Books and personal belongings shall be placed under the desk. Textbooks, calculators and other materials may not be used without explicit instructor authorization. All tests are assumed to be closed-book and closed-notes unless otherwise specified on the Proctored Testing Request form. Materials may not be shared.
4. Students must remain in their seat while completing their test. A test must be completed in one sitting and no more than one test may be taken at the same time. If a student leaves his/her seat for any period of time, the Skills Center staff will notify the instructor by attaching a note directly onto the test.
5. Chatting is not permitted while the test is in progress.
6. All test materials, including scratch paper, must be returned to the proctor before students leave the testing area.
7. Academic dishonesty of any kind will be reported to the instructor. Questionable testing behavior will be documented, with a notation of specific behavior. Any evidence of suspected academic dishonesty will be collected and sent to the student's instructor, who will make any disciplinary decisions.
8. The Skills Center does not score tests. Please contact your instructor for test results.
9. Skills Center staff do not administer tests that have expired.
10. During peak hours students may have to wait to take a test until a testing station becomes available.