

## Colorado Mesa University (CMU) Testing Center Policies

### I. The CMU Testing Center shall:

- a. Maintain a secure and confidential testing environment where student information remains protected, in accordance with FERPA.
- b. Protect the privacy of all testers and shall not confirm if any particular individual is present or scheduled to test.
- c. Serve as a liaison between CMU and other testing companies.
- d. Provide scratch paper, pencils and calculator, as allowed.
- e. Proctor all exams in a way that minimizes acts of dishonesty and distraction, and supports the right of individuals to test in a quiet environment.
- f. Notify instructors if a student violates any Testing Center policy.
- g. Administer all tests, policies, and procedures in a fair, impartial, and equitable manner.

### II. By utilizing the services, students and community clients shall:

- a. Arrive on time for scheduled exams. Failure to arrive on time may result in the loss of reservation.
- b. Utilize the lockers provided in the testing area for all personal items. Personal items prohibited in the testing areas, include but are not limited to the following: Hats, coats, watches, backpacks, purses, snacks, water bottles, sunglasses, fitness trackers and all electronic devices.
- c. Agree to participate in a security check prior to being seated for my exam and after any restroom breaks. Security check includes but is not limited to: pocket checks and eye glasses checks.
- d. Take care of restroom or other needs prior to beginning a test. Repeated and lengthy departures from the testing room may be reported to the instructor or testing company. Additionally, you might not be allowed to take any breaks, depending on the instructor or test company. Once the exam is submitted the exam may not be returned to the student.
- e. Allow video and/or audio recording during all testing sessions. Testing sessions are monitored utilizing a video/audio camera system and staff proctoring. If you refuse to be recorded, you not be checked in and will not be able to sit for your scheduled exam. Additionally, no testing fees will be refunded.
- f. Find appropriate accommodations for parents, spouses, friends and children. Outside parties will not be allowed in the testing area and children should not be left unattended at the university.
- g. Refrain from distracting behaviors such as tapping fingers or feet, reading aloud, humming. Chewing gum is not permitted in the testing room.
- h. Refrain from navigating to any websites not allowed or accessing any material not specifically stated as allowed.
- i. Return all items to staff upon completion of test and refrain from taking pictures or digital images of any test items to include scratch paper, pencils and calculator, etc.
- j. Refrain from communicating, publishing, reproducing, or transmitting any part of your exam, in any form or by any means, for any purpose.
- k. Conduct oneself in a civil manor at all times in the Testing Center.
- l. Understand that the instructor or testing company policies applicable to an individual exam may supersede specific Testing Center policies.
- m. Bring the following items:
  1. Photo identification (driver's license, state or federal identification card, passport, or student ID); All photo ID's that have been punched, torn, or altered in any way are invalid and will not be accepted.
  2. Student ID number (if applicable).
  3. Course name, number and instructor's name, if applicable.
  4. Any materials necessary for your test as authorized by the instructor.

### III. Students Requiring Special Testing Accommodations shall:

- a. Contact Education Access Services (EAS) prior to the test to identify appropriate accommodations as needed. Testing staff members do not implement special accommodations without the approval of the EAS office. EAS contact information may be found at: <https://www.coloradomesa.edu/educational-access/index.html>

### IV. Instructor/Program Administrator shall:

- a. Submit online course exam materials with appropriate paperwork and provide to the Testing Center in a timely manner.
- b. Respond to reports of potential academic dishonesty immediately. Testing Center staff will notify faculty about testing irregularities, attempts to breach academic integrity, and/or disruptive behavior.

### V. Acts of Academic Dishonesty (cheating, violating policies):

- a. Students/Clients caught participating in academic dishonesty or violating the Testing Center policies outlined above will be asked to leave the Testing Center. Their information will be forwarded to the referring instructor, testing company, and/or Academic Services department.

### VI. Disruptive Conduct:

- a. If a student is disruptive to the testing environment, as determined by staff, and fails to follow the direction of testing center staff, Campus Police will be contacted to intervene and remove the student from the testing center. The testing session will be closed at that point and the instructor or appropriate testing company notified.
- b. Students exhibiting disruptive conduct that interferes with the normal operations of the Testing Center or infringes on the rights of others may be barred from testing with our office. Examples of inappropriate conduct include, but are not limited to:
  - \*Abuse of property (e.g. drawing on desks, slamming doors, damaging physical space)
  - \*Failure to moderate tone (yelling or speaking in a loud voice)
  - \*Excessive noisemaking
  - \*Not following verbal or written directions
  - \*Providing false or misleading information, including false identification, to CMU staff
  - \*Unauthorized access to or in any portion of the testing center premises
  - \*Endangering, threatening, or causing physical harm to any person or causing reasonable fear of such harm
  - \*Engaging in a course of conduct likely to cause injury, distress, or emotional or physical discomfort
  - \*All forms of harassment including sexual harassment
  - \*Possession of weapons, dangerous chemicals, or explosives
  - \*Violations of any federal, state, or local law
  - \*Possession or personal use of alcohol, marijuana, controlled substances, or possession of drug paraphernalia