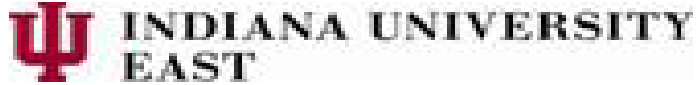


# IUE Testing Service

Available for Online Course Testing  
(Scheduled time slots only)



## Guidelines for Students: \*Please Read Carefully\*

### Testing Service Procedures

1. Student must sign up for a Testing Center service through the online testing reservation website provided by the instructor. Appointments must be made at least 24 hours in advance. No appointments can be made by phone.
2. Exams will be administered during three hour time slots.
3. In order to be seated for an exam, you must know the following: (a) the course number, (b) the instructor's name, and (c) the accurate description of the exam (ex. Exam 1, etc.)
4. Tests will only be administered to students with an IU student ID, driver's license, or other state ID with photo.
5. Students must arrive 15 minutes prior to the beginning of the testing time slot. If students are unable to do this, they must contact the Testing Center at 973-8249. There is no guarantee that students will be able to complete their exam if they arrive late.
6. If an exam is not available for administration when the student arrives, it is the student's responsibility to contact the instructor.

### Administration of Exams

- Tests will be administered to student with an IU student ID, driver's license, or other state ID with photo. No exceptions.
- Cellular phones, pagers, and other electronic devices must be removed before entering the Testing Center.
- Children and guests are not permitted in the Test Center.
- Food, beverages, backpacks, books, and other personal belongings must be left on the counter by the door.
- No "In/Out." Students must remain in the Testing Center until test is completed.
- Any student found using materials not indicated on the coversheet must forfeit the materials to The Testing Center Coordinator or staff. The student will be permitted to complete the exam but all confiscated materials will be forwarded to the instructor with an explanation from the Testing Center Coordinator. (See Honesty Policy).
- Dishonesty in any form may result in disciplinary action by the Dean of Students and/or the Committee on Academic Misconduct.
- Calculators (if permitted by the instructor) will be inspected before being used in the Testing Center.
- The Testing Center will not extend time for the exam beyond the limit specified by the instructor or allow any materials into the Testing Center unless otherwise specified by the instructor.
- Students must return all testing materials (including scrap paper) to the exam monitor.
- Special arrangements (i.e. time extensions, added materials, scrap paper) must be requested by the instructor and noted on the exam cover sheet. Requests made directly by the student will not be honored.

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