



Testing & Proctoring Center COURSE TEST POLICIES

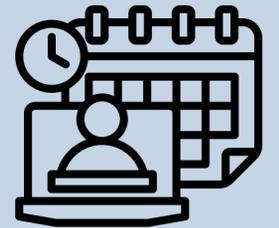


CELLPHONES & SMARTWATCHES

No cellphones or smartwatches allowed inside the lab. You will be provided a locked storage area.

SCHEDULING

If you show up without an appointment time, we will ask you to schedule before you can check in for testing, which may delay your start time.



BATHROOM BREAKS

Bathroom breaks are not allowed during LCC Course exams. We make exceptions in urgent circumstances, but your instructor is informed.

COMPUTER EXAMS

We provide all computers used inside the Testing & Proctoring Center. If you bring your own, we will ask you to store it.

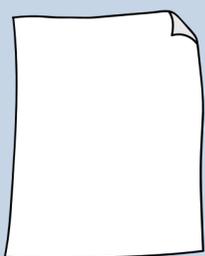


CALCULATORS

You may bring your own calculator or borrow one of ours. We will ask you for your cellphone as “collateral” while you are testing. Please see our list of banned calculators at the front desk.

STORAGE AREA

We will provide you a locked storage area for your belongings. Please pack light if possible.

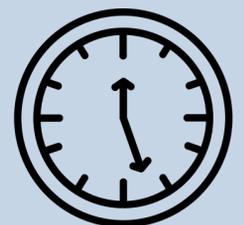


SCRATCH PAPER & NOTES

Scratch paper is always provided by the proctor. All materials must be collected when testing is complete. Instructors will give us directions to let you keep them if needed.

CLOSING TIME & LAST EXAM

The last exam is given at 3 PM. We close at 5 PM sharp. Please plan accordingly.



FOOD & DRINK

No food is allowed inside the lab, but drinks are allowed as long as they have a sealable lid.

NO-PAUSE POLICY

All exams must be completed in one testing session. You may not stop an exam, then come back to complete it later.

