



**TESTING CENTER**  
**(713) 525-3160**

**STUDENT TEST POLICY**  
**(For Students)**

Testing accommodations are provided at the Career Services and Testing Center as a convenience for faculty and students. The Career Services and Testing Center is located at 3909 Graustark on the second floor of Crooker Center. The center has a limited number of carrels for testing, and there are certain times of the semester when all carrels are scheduled for the entire day; consequently, this policy is designed to help ensure that testing is conducted effectively and that the center runs efficiently.

1. The center works on an appointment basis. The student is responsible for making his/her own appointment by speaking with a Testing Center staff member.
2. Appointments should be made as far in advance as possible. Short notice often means less space available.
3. When making the appointment the student will be asked to provide his/her name, a telephone number, the professor's name, and the length of time allowed for the test. (Students granted extended testing time by the Office of Counseling and Disability Services should indicate the total length of time allowed including the accommodation.)
4. The student should notify his/her professor of the testing appointment to ensure that the test be delivered to the center before the scheduled appointment.
5. The test must be scheduled within the office hours of the center and with enough time to allow for the full length of the test.
6. If the student cannot keep the appointment, the center should be contacted as soon as possible to either cancel the appointment or to reschedule. **The student is allowed to reschedule one time. If the student misses two appointments, the test will be returned to the professor.**
7. The student should arrive at the center on time and with all materials that will be needed to complete the test. Due to testing space constraints at finals and occasionally other times, students arriving for tests late may be asked to reschedule or, if time does not permit, contact the professor for further directions.
8. The student must have photo ID available upon arrival at the test center.
9. Students testing in the Testing Center are expected to test in an ethical manner.