**TESTING CENTER**
(713) 525-3160 career.services@stthom.edu www.stthom.edu/career

# STUDENT TEST POLICY - REVISED
## (For Students)

Testing accommodations are provided at the Career Services and Testing Center. The Career Services and Testing Center (CSTC) 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. 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 Counseling and Disability Services should indicate the total length of time allowed by their accommodation and any additional testing accommodations they have, such as use of a computer, etc.)
3. 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.
4. The test must be scheduled within the CSTC office hours and with enough time to allow for the full length of the test.
5. If the student cannot keep the appointment, CSTC should be contacted as soon as possible to either cancel the appointment or to reschedule. The student is allowed to reschedule <u>one</u> time. If the student misses two appointments, the test will be returned to the professor.
6. The student should arrive at the center on time and with all materials that will be needed to complete the test. The test will begin at its scheduled time. If the student arrives late for their scheduled test, the time is forfeited. (Example: If a student's test is scheduled for 3:00 PM and the student arrives at 3:15 PM, then the student will forfeit 15 minutes of testing time.) 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.
7. The student must have photo ID available upon arrival at the test center.
8. Students testing at CSTC are expected to test in an ethical manner.
9. Students are not allowed to take cell phones, PDA's, electronic devices, calculators, notes, books, paper, etc. into the testing room unless specifically noted on the professor's test cover sheet. Should such unauthorized items be discovered in the student's possession during testing they will be confiscated, and the student will be reported to the following individuals:
   1. The professor who provided the exam
   2. The Vice President of Academic Affairs
   3. The Vice President of Student Affairs / Dean of Students

   In addition, limitations will be set on the student's subsequent testing appointments at CSTC.