TLC Test Proctoring/Administration for Accommodated Students

1) Students needing accommodations will schedule exam times via “RegisterBlast” email link.
2) Needs of the student will be assessed upon test proctoring request registration.
3) Student will be required to request their instructor to have the exam delivered to the TLC two days at a minimum in advance of the scheduled testing time.
4) All exams must be delivered in an envelope that has the student’s name, professor’s name, date of the exam and any exam administration instructions.
5) All completed exams must be picked up and signed for (tracking purposes) at the TLC at the end of the business day (4:30 PM) or the beginning of the next business day (8:00 AM).
6) Students will be proctored via security cameras or by staff members.
7) The TLC will have two distraction free testing rooms to be utilized on a “first come first serve” basis.
8) Students will need to bring a student or current photo ID for testing and must store all other belongings in their backpacks. This includes turned-off cell phones or other electronic devices not allowed in the testing cubicle.
9) Students will be warned when 15 minutes remain for their testing time limit.
10) All testing materials and scratch paper will be collected at the end of testing and given to the course instructor.

Prohibited Items

Prohibited items must be stored in your bag or with the proctor

1) Cell phones and any other electronic devices
2) All watches and fitness trackers
3) Backboards, handbags and briefcases
4) Books, notebooks and USB drives
5) Notes (unless specifically allowed by your instructor)
6) Dictionaries or translators