

ELC Testing Center Guidelines

Brevard College

Test proctoring is reserved for students with a disability or temporary impairment who have registered with the Office of Student Accessibility and Disability Services for the current semester. Students who utilize the ELC Testing Center are expected to follow these guidelines:

1. For all tests/exams proctored in the ELC, an online **Test Accommodation Request Form** must be completed online at **least three business days** before the test/exam. Once the form is submitted, a verification form is automatically sent to the professor who must approve the test date/time and provide test details. When forms are submitted late, a reasonable effort will be made to provide accommodated testing; however, there is no guarantee that this will be possible or that the requested time or date will be an option.
2. Students should request to take their tests during the same time as the class. An alternate test time/date may be requested only if the approved extra time accommodation cannot be achieved during the regular class test time because of a school-related scheduling conflict. The professor must approve any exceptions.
3. Punctuality is essential. Students are asked to arrive five minutes before the start of testing. The clock starts ticking at the scheduled time. Students who arrive late may have that amount of time deducted from their total test time.
4. During testing, students will be allowed to use only the items that the professor has approved. Students are to supply their own test/exam materials such as pens/pencils or approved calculators.
5. Students are required to leave all non-test related items with the proctor. The only exceptions are medications and proctor approved drinks and snacks. **Cell phones, smartwatches, or any other device that uses wifi or GSM signals are not allowed in the testing room.**
6. All extra or scratch paper must be returned to the proctor with the test.
7. A proctor via surveillance camera with 24/7 playback capability will be monitoring the testing room to minimize the risk that any student will engage in behavior that would constitute an unfair advantage. The professor is informed of and may view any suspected breach in test protocol.
8. If taking an online test, students must keep their person and/or screen visible to the proctor or to the security camera at all times. Students may not access any information or websites not authorized directly by the professor.
9. Students should take care of any bathroom needs before the test/exam begins. If a student needs an emergency bathroom break during testing, they are required to inform the proctor. The test responses prior to the break will be copied for the professor as reference.