



South Carolina State University  
Assessment Center  
Student Testing Guidelines & Procedures

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Memorandum of Understanding

**PERSONAL PROPERTY**

Personal belongings are not permitted at your seat. Examples: handbags, backpacks, cell phones, hats, coats, jackets, scarves, watches, sunglasses, etc. If you choose to bring these into the Center they must be placed in the storage area provided. There are no exceptions. The Assessment Center **is not responsible for personal property** brought into the center. Please consider leaving valuables at home.

All electronic devices are strictly prohibited. Examples: Cellphones, MP3players, tablets, etc. Ear pieces must be removed. All such devices must be powered off. Settings of vibrate or silent are not acceptable. Possession of cell phones and/or electronic devices on a person even if powered off will be considered a violation of policy, your instructor will be notified, and an incident report will be created.

**TESTING MATERIALS**

No additional testing materials will be allowed during testing unless specified by your instructor in writing. If unauthorized materials are found, these materials will be confiscated, your instructor will be notified, and an incident report will be created. Additionally, for online exams, no additional tabs or internet resources should be accessed outside of the testing environment unless specified by your instructor in writing. Any violations of this policy will be reported to your instructor.

If a calculator is allowed during the exam, all personal calculator memories will be cleared by a testing staff member before use during the exam. If you do not want the memory cleared, you will not be able to use a calculator to complete your test. If allowed, scratch paper or a white board will be provided by the proctor and must be turned in upon completion of the test.

**CONDUCT**

The Assessment Center provides a quiet environment conducive for testing. Avoid distracting others. You are expected to follow instructions given by Assessment Center personnel. Please raise your hand and wait for the proctor to come to you if you need assistance during the exam. Do not communicate with anyone other than the proctor.

You are not permitted to leave the testing room until the test completed except in case of an emergency. In case of an emergency, please deposit the exam papers with the proctor until you are prepared to resume the testing process (Paper Only) or notify the proctor you are unable to finish your exam.

You will be monitored by a testing proctor while taking the exam. Any issues that occur during the testing session will be communicated to the course instructor and/or Academic Affairs upon request when an incident report is filed.

- **I have read and agree to abide by these Assessment Center Memorandum of Understanding**
- **I understand that failure to follow the procedures or directions from Assessment Center personnel will be reported to my instructor and may be treated as an act of academic dishonesty. (Information regarding the consequences of academic dishonesty is available in the SCSU Student Handbook).**
- **I understand that the Assessment Center personnel may end my test session if I violate any rules of academic honesty.**
- **I understand that the Assessment Center is not responsible for my personal property.**

Date -----

Student Print Name -----

Student Signature -----

Please return this page to the Assessment Center located on the 3<sup>rd</sup> floor in Belcher Hall. Students who fail to return a completed Memorandum of Understanding will not be allowed to test in the Assessment Center.

Thanks,

Assessment Center Staff