

Before Your Exam

- To utilize approved special accommodations, it is the student's responsibility to contact the OAS testing center at the beginning of each term
- It is also the student's responsibility to disclose to the director and/or coordinator of each course or clinical rotation, if they choose to do so.
- Since both the student and their professor will need to complete several steps, it's important to verify that everything is ready before the date of each exam.
- You will receive an email confirmation to identify which building and room to report to for your exam.
- Review and confirm the exam schedule and details ahead of time.

Day of Your Exam

Certain rules and requirements apply to the testing environment. Make sure you come prepared.

Test Day Rules and Procedures

- You must arrive ten minutes prior to the start of each exam or exam section for check in and to allow for any delays. Late arrival will result in lost to total examination time.
- You are required to adhere to your test day schedule.
- Do not bring any personal/unauthorized items into the secure testing area. Such items include but are not limited to outerwear, hats, food, drinks, purses, briefcases, notebooks, notes, pagers, watches, cell phones, recording devices, and photographic equipment.
- Show a photo ID to the proctor when signing in. Testing cannot take place without an ID.
- Food and drinks (i.e. quiet and non-odorous) are only allowed if their presence is an approved testing accommodation by the Office of Accessibility Services.
- You are not permitted to access any unauthorized items during the exam administration.
- A scratch pad or paper will be provided to you. You are not allowed to bring your own paper into the secure testing area.
- Do not make notes on your scratch paper prior to starting your exam and/or entering your start up code or exam password. Once your exam begins, you are permitted to make calculations or notes ONLY on the erasable note board or scratch paper provided.
- You must turn in all used and unused scratch paper to the proctor at the end of your exam.
- You must adhere to the instructions provided by proctors administering the examination.
- Carefully review and agree to abide by any instructions provided or that appear at the start of the examination session.
- Test proctors are not authorized to answer questions from examinees regarding examination content or scoring during the exam.
- Do not leave the testing site at any time during the administration of your exam unless you inform and obtain permission from the testing proctor or are instructed to do so by test administration staff.
- Failure to follow test day rules and procedures may result in the withholding or cancellation of your scores,
- Earplugs and ear protectors are recommended.
- Exams are closely monitored via video. Staff enters the testing area often.

- If cheating occurs, the exam will be stopped, the course/ATI assessment clinical preceptor /module director and dean will be notified, and all materials will be held for action.

Breaks

- Your break(s) will be scheduled and timed, if allowed
- Return all test materials and personal items to the proctor before you start your break.
- Students may choose to omit/skip breaks, but students may not exceed scheduled break times unless given special permission by dean(s).
- Time will not be stopped during any exam unless it is an approved testing accommodation; it is at the student's discretion to break while time is running.

Cancellations

- Tests must be cancelled 48 hours in advance.
- Students are responsible for rescheduling exams in communication with his/her Dean.