

TEST TAKER TESTING PROCEDURES

Thank you for choosing this Measure your Skills Location for your testing needs. This document outlines the procedures for your testing session. Please read this document carefully and take care of any personal needs BEFORE you enter the testing area. Direct any questions that you may have to your proctor BEFORE you begin the test.

TEST AREA ADMISSION

- A Certified Proctor can only permit people actively taking a test into the testing area.
- Anyone accompanying you must wait in the lobby area of the HOST Location.
- Unaccompanied children are prohibited from waiting in the testing or lobby areas.
- Your personal items will not be accessible to you during your test session unless authorized by your Test Sponsor per your proctor's instructions. This includes bags, purses, wallets, hats, briefcases, books, beepers, cell phones, calculators, palm pilots, and watches. You should keep your identification on you at all times.
- Test Centre does not allow tobacco products, food, drink, and chewing gum into the testing area.
- You may bring only those study materials permitted by your Test Sponsor into the testing area.
- At the end of your test session, your proctor will collect any papers that you used while taking the test which may include scratch paper, worksheets, and/or any test or answer sheets.
- Do not click the "Submit" button until you have completed the ENTIRE test.
- It is not recommended that you take a break during the testing session. If you must take a break, the clock will continue to run, decreasing the amount of time you have to complete the test. If you choose to take a break, you must notify your proctor.
- You are not allowed to access your personal belongings during a break unless specifically allowed for by the Test Sponsor.

TEST TAKER MISCONDUCT

- If you engage in any of the misconduct behaviors described below, your proctor will ask you to leave the testing area and will terminate your test.
- Giving or receiving assistance of any kind, to or from another test taker, during the test session.
- Using any test aids not permitted by your Test Sponsor (e.g. study guides, calculator, etc.).
- Attempting to take the test for another person.
- Attempting to remove scratch paper or a test aid provided by the proctor, from the HOST Location.
- Talking, except to your proctor, in the test area during the test session.
- Tampering with the operation of the test computer or attempting to use it for any other purpose than taking the test.
- Distracting or disturbing other test takers in any way during the test session.
- Accessing personal items during the test session (e.g. cell phones, PDAs, etc.) unless authorized to do so by your Test Sponsor.

REASONS TO NOTIFY YOUR PROCTOR

- Loss of Internet connection.
- Technical problems with the testing software.
- Need to leave the testing area.
- Disruptive behavior from other test takers.
- Uncomfortable testing environment (e.g. too noisy - If the environment is too noisy please ask the proctor for noise cancelling headphones or earplugs).
- NOTE: Once you have begun your test session, the proctor cannot answer any questions regarding the test questions or the test itself.

AFTER YOU HAVE SUBMITTED YOUR TEST

- Test results will be provided to you by your Test Sponsor.
- You may not use any computer at the test location to access your email.
- Please let your proctor know if you have any questions before you begin your test session. Thank you again for choosing this our Location for your testing needs.