

Testing Procedures for Students

FOLLOW THE POLICIES OUTLINED BELOW:

- **Cell phones and all electronic devices (MP3 players, etc.) must be turned completely off in the testing room and waiting area. During testing cell phones and all other electronic devices must not be visible. However, we recommend that you not bring cell phones or any other unapproved electronic devices to the Assessment Centers.**
- **Comply with requests from Assessment Center proctors in a respectful manner.**
- **Provide a photo ID—preferably a driver's license or an IRSC ID. Tests cannot be administered without a proper photo ID.**
- **Be aware of the Assessment Center hours of operation. Exams must be completed in one sitting by closing time. Breaks are not allowed.**
- **Leave your children with a caretaker. No children are allowed in the testing room or waiting area.**
- **Hand the completed test and all scrap paper to the testing personnel.**
- **Place books and other materials in the designated area.**
- **Sit in an assigned seat.**
- **Refrain from talking to anyone other than the proctor once you are seated.**
- **Food and drinks are not allowed in the Assessment Center or check in area.**

Assessment Center Academic Dishonesty Policy

Academic dishonesty is unacceptable conduct and WILL NOT be tolerated in any form.

Academic Dishonesty is a broad category including, but not limited to the following:

1. **PLAGIARISM:** copying another person's words, written or verbal, and representing them as one's own.
2. **CHEATING:** intentionally using or attempting to use unauthorized materials, electronic devices (including cell phones), information, people, websites, software, or study aids, or extending to or receiving any kind of unauthorized assistance to or from another person on any examination.
3. **STEALING:** the unethical use of or distribution of secured exam questions (with or without answers).
4. **TIME LIMIT VIOLATIONS:** continuing an exam after the allotted time has expired.

Any Academic Dishonesty activity may result in disciplinary actions as outlined in the Student Standards of Conduct printed in the Indian River State Student Handbook/Planner. Disciplinary actions may include, but are not limited to the following:

1. **For standardized exams (i.e. GED, CPT, TABE, CLEP, or NLN) additional disciplinary and/or criminal actions may be taken by the state-wide or nation-wide organization responsible for creating the exam.**
2. Failing an exam and/or course.
3. Suspension or expulsion from a specific program or from Indian River State College.
4. The privilege to retest may be delayed or forfeited.

Proactive Strategies to Protect Yourself from Charges of Academic Dishonesty

1. Prepare thoroughly for examinations and assignments.
2. Take the initiative to prevent other students from copying your exam or assignments, i.e., shield your answer sheet during examinations, and do not lend completed assignments to other students.