Testing Center
M202
Fall / Spring Schedule

<table>
<thead>
<tr>
<th></th>
<th>OPENS</th>
<th>DOORS LOCKED (No new tests passed out)</th>
<th>CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 a.m.</td>
<td>7:00 p.m.</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 a.m.</td>
<td>7:00 p.m.</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 a.m.</td>
<td>7:00 p.m.</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 a.m.</td>
<td>7:00 p.m.</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.</td>
<td>3:00 p.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m.</td>
<td>3:00 p.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

General Policies and Procedures

- The Testing Center administers and proctors tests for instructors. All questions relating to these tests--length, material covered, number of tests, question type, testing window, etc.--should be directed to the instructor.
- Students must arrive before the time doors are locked listed above. If your test takes more than one hour, you will need to adjust your time of arrival.
- Students testing when the Testing Center door is locked may continue working on that test until closing time but may not start a new test after the time the door is locked.
- Children cannot be accommodated in the Testing Center while their parents test. Parents should arrange for child care before coming to the Testing Center.
- Students who are easily distracted by noise are encouraged to use earplugs (available in the Testing Center).
- Students should use the restroom prior to being seated for a test.
- Students must present a picture ID (with both first and last name, and the name on the ID must match the name on the class roster or test form) to the Testing Center staff at each testing session.
- Students with no photo ID will be required to test with their instructors.
- Before entering the Testing Center, cell phones must be turned off completely and placed in a locker. Cell phones may NOT be used as calculators. In the event of an emergency situation, the test taker should talk with the proctors prior to taking a test. The cell phone will be kept on vibrate at the front desk, watched over by the proctors.
- All students are required to log in at the sign-in computer for each test taken.
- Students are required to place all belongings in a locker, except for items listed by the instructor for use on the test. Students are not allowed to take anything with them to the computers. This includes purses, cell phones, coats, jackets, hats, and book bags.
- The only items allowed out on the testing desk are those listed by the instructor on the test data form. If other items, including, but not limited to, cell phones, hats, keys, and glasses cases, are seen out on the desk, the test will be stopped.
- All food and drinks must be placed in a locker. No tobacco or nicotine products are permitted.
- Testing Center specialist will seat each student.
- Students are required to use the type of calculator indicated by the instructor on the testing data sheet.
- All problems should be reported immediately to Testing Center personnel.
- Situation Reports will be provided to students to describe any testing problems to instructors. These reports will be turned in before leaving and testing staff will send them on to the instructor.
- The Testing Center provides all scrap paper and it must be turned in before leaving. Students may not leave with anything written down from the test.
- Each test must be taken in one sitting.
- Closing time is strictly adhered to.
- Students who cannot follow these policies will NOT be allowed to test and will have to work out alternate assessment with their instructor.
Student Photo ID Guidelines

- For security purposes all students using the Stark State College Testing Center are required to present at each visit a recent photo ID (with both a first and last name) to verify identity. The name on the ID must match the name on the class roster or test form. Testing Center staff may not admit a student, even if they know the student, without a photo ID. Acceptable photo IDs include:
  - Driver’s license
  - Passport
  - Employee ID
  - College ID from another college
  - State ID
  - Military ID
  - Photo ID issued by Stark State College for various programs with both a first and last name

Students who do not have a photo ID (including not having a driver’s license) are strongly encouraged to obtain a state ID from the Ohio Bureau of Motor Vehicles. Obtaining a state ID requires visiting your closest Deputy Registrar’s Office with two forms of identification. There is a fee for state IDs. Information regarding an Ohio state ID can be found at:

Students who do not have photo IDs or who lose their IDs must talk with their instructors to make special arrangements for taking the test. Students taking classes on campus may be ID’d by the instructor giving the test, but the student must be accompanied by the instructor (no phone calls or emails).