

ILAC Test Proctor Policies

To eliminate the temptation for students to compromise a test while testing in the Learning Center, we now ask that **all books** and **bags** be left at the front desk and **purses** be placed under the student's chair. We will ask students to **remove calculator lids** before a math test is issued. If we see a need, we may also ask students to remove hats/caps and jackets as well. We ask that **cell phones** be turned off and placed on top of the table and ear phones removed.

If a test is “**Open Book**” or “**Open Notes**” or “**Note Card Only**” they will be identified as such with a colored tag on the desk so all staff will be able to identify which students are allowed to have items on the desk.

If we observe cheating, we will **remove the test without warning** and attach a note to the faculty regarding the incident. It will then be your decision to determine the discipline or consequences.

We have had trouble in the past with students wanting to leave in the middle of a test and return to finish. We will inform students there are **no breaks**. If students have to leave before the test is over, it will not be returned to them.

Please inform your students of **your** testing policy as well as the Learning Center's policy. If you have suggestions to improve the proctoring of your tests in the ILAC please share them with us. We hate to catch a dishonest student and you hate to enforce the discipline. Together we may cut down on the temptation to do so and instill in our students the value of academic integrity.

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