












## Instructor Testing Guidelines for Students

-  **STUDENTS MUST PRESENT A PICTURE I.D. IN ORDER TO TAKE ANY TEST**
-  CELL PHONES SHOULD BE **TURNED OFF**
-  CHILDREN ARE NOT ALLOWED DURING TESTING
-  STUDENTS CAUGHT CHEATING WILL BE SUBJECT TO SUSPENSION
-  STUDYING IS NOT ALLOWED IN THE CENTER
-  IT IS THE STUDENT'S RESPONSIBILITY TO INFORM THEMSELVES ABOUT THE TESTING CENTER'S BUSINESS HOURS  
[http://www.sac.edu/students/admissions/placement\\_testing](http://www.sac.edu/students/admissions/placement_testing)
-  STUDENTS MUST BEGIN TEST AT LEAST ONE HOUR BEFORE THE TESTING CENTER CLOSSES
-  **ABSOLUTELY NO TESTS WILL BE GIVEN TO STUDENTS AFTER THE TEST CUT-OFF DATE**
-  STUDENTS CANNOT TAKE TWO TESTS AT ONCE. THERE IS A 15 MINUTE INTERVAL BETWEEN TESTS IF SPACE IS AVAILABLE
-  **DURING MIDTERMS AND FINALS, ONLY 4 STUDENTS PER CLASS (IF SPACE IS AVAILABLE) WILL BE ALLOWED AT ONE TIME**
-  STUDENTS REQUESTING SPECIAL ACCOMMODATIONS MUST HAVE A DOCUMENTED DISABILITY AND AUTHORIZED ACCOMMODATION MUST BE INDICATED BY INSTRUCTOR ON TEST INSTRUCTION FORM