

WCJC Testing Center Guidelines

- **Examinees must make a testing appointment, at least two business days before their test date, to ensure availability of space and staff.**
- **A valid physical photo ID is required for ALL testing.**

Examinees must be prepared to present a physical photo ID each time they test. Photos of IDs on phones or photocopies of IDs are not acceptable. Some tests may have additional identification requirements.
- **Payment for tests is required prior to testing.**

Payment receipts are non-transferrable and cannot be reprinted.
- ***Food, drink, and tobacco products are not allowed in the testing room.***
- **ALL personal items must be stored before entering the testing room. This includes cell phones and smart watches which must be powered OFF.**

Storage space is limited, so examinees should leave as many personal items as possible at home or locked securely in a vehicle. The WCJC Testing Centers are not responsible for lost, stolen, or broken items.
- **Children are not allowed in the testing room.**

Examinees should not leave children unsupervised anywhere on campus during a testing appointment. Testing Center personnel are not allowed to supervise children.
- Examinees requiring proctoring services must be at least 13 years old to test at a WCJC Testing Center and must present photo identification and identification which confirms the examinee's birthdate.
- **Activities within the WCJC Testing Centers are camera monitored.**

Any activity defined as "Misconduct" in the WCJC Student Handbook will not be tolerated and may result in exam invalidation. (<https://www.wcjc.edu/pdfs/student-life/student-life/StudentHandbook.pdf>)
- **Students taking proctored exams for WCJC classes must schedule these exams in advance and during times that do not conflict with the lunch and closing times of the Testing Center.**

Students are not allowed to leave the testing room once they have started a proctored exam. If a student fails to complete an exam by closing time or within the allowed time limit, the exam will be collected as is, and the student will only be allowed additional time with written permission from the instructor.
- **Examinees taking computer based tests are prohibited from using the computer for any other activity.**

Accessing the internet, computer programs, or computer accessories during a test will be grounds for test invalidation.
- **Testing personnel have the right to turn away examinees that are or would create a distracting environment for other examinees.**

This would include but is not limited to distractive and disruptive behavior, attire, or mannerisms. Examinees are expected to respect the quiet and calm atmosphere of the Testing Center and contribute to a safe and peaceful testing environment.

Failure to comply with Testing Policy could result in the examinee being asked to leave (including in the middle of an exam), the invalidation of their test, and/or a report of policy violation in accordance with WCJC Student Policy. Repeat failure to follow Testing Policy could result in the loss of privilege of using the WCJC Testing Centers.