



## NCTC Testing Center Guidelines

### PHOTO ID:

- ✓ A physical and current government or school-issued Photo ID is required to test.
  - Photo ID must stay face up on desk during testing, visible to staff at all times.

### SCHEDULING:

- ✓ Schedule your exam at least one business day in advance.
- ✓ If you arrive at the wrong location and/or more than 15 minutes late to your appointment, you may be asked to reschedule.
- ✓ Testing beyond the specified maximum time or after office closing hours will not be allowed.
- ✓ It is your responsibility to reschedule if you are ill.

### PROHIBITED IN THE TEST ROOM:

*You will be asked to empty your pockets, lift sleeves and show ears to verify no Bluetooth devices are present. All technology must be fully powered off.*

- ✓ Unauthorized personal items including, but not limited to: cell phones, nonmedical electronic devices, watches, wearable technology, purses, backpacks, bags, weapons, large jewelry, tobacco, gum, food and/or drinks.
- ✓ Unauthorized personal clothing including, but not limited to: outerwear, hats, and/or headscarves (unless worn for religious purposes).
- ✓ Communication with any other examinee during your test is prohibited. You may only communicate with Testing Center staff, if needed.
- ✓ Only the person taking the test will be allowed inside the Testing Center. No other individuals, including children and parents, are permitted in the testing area during testing. Guests may wait in the NCTC campus lobby. Children must be supervised by an adult, not NCTC staff.
- ✓ Personal writing utensils are prohibited unless approved by ADA. NCTC will provide scratch paper (if approved) and No. 2 Pencils.

Space is limited, avoid bringing personal items. NCTC Testing Centers **are not responsible** for lost, stolen, misplaced, or damaged belongings left in the designated holding area.

### YOU MUST COMPLY WITH ALL TESTING CENTER RULES AND CONDITIONS:

You agree not to cheat, disrupt or behave in a way that would adversely affect your performance or that of others. If you fail to do so you will be dismissed from test administration and may face disciplinary actions at the discretion of NCTC.

Any fees charged by the Testing Center are non-refundable and non-transferable.