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Test Center Rules

Students are to arrive at least 10 minutes prior the scheduled exam time. Students may not leave the classroom unless there is an extreme emergency and they have prior permission from proctor. **Additional time is not given to make up for bathroom time. NO BEVERAGE OR FOOD OF ANY KIND IS ADMITTED INTO THE TEST CENTER. THERE NO CELL PHONES ALLOWED IN THE TESTING CENTER. ALL BAGS ARE TO BE PLACED ON THE SHELF AT THE BACK OF THE TESTING CENTER.**

Please check with the proctor to see if there are seating assignments for the current exam. If so, identify the location of your pre-assigned seat and prepare yourself for the exam.

- Please be seated.
- Log on using your current login and password. A successful login will result in a page telling you that the particular exam you are about to take is ONLINE.
- DO NOT START THE EXAM UNTIL TOLD TO DO SO. This is to prevent server overload. You can start the exam ONLY after the IT team has given the O.K to do so.

PROBLEMS: If the power fails and the computer shuts down, **DO NOT TOUCH THE KEYBOARD!** The IT team will assist each of you into restarting the exam. If the above procedure is not properly followed, you may lose the answers to the already answered questions. There are certain procedures to follow to resume the exam. Observe and follow the procedures under the guidance of the proctor and the IT team.

OTHER OCCURNCES: From time to time a pop up may appear on the screen indicating that a java script did not succeed or perform properly; **CLOSE** the message box and disregard the message; it is a bug in the Windows software.

Occasionally, when ending the exam and after pressing the **SUBMIT** button, the application will freeze. When this happens, you will not be able to see the result of the test you have just finished, but the score will

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be properly recorded in the server. If this happens to you, - wait until everybody finishes the exam and get the results from the proctor.

In case **ANY OTHER PROBLEMS** occur, do not panic, raise your hand and someone will promptly assist you. Thank you for your understanding and patience.

DO'S

- **ARRIVE 10 MINUTES PRIOR TO START OF EXAM**
- **PLACE ALL BAGS ON BACK SHELF**
- **BE SEATED, BE QUIET AND DISPLAY YOUR STUDENT ID CARD**
- **LOGIN TO THE EXAM SELECTION PROMPT**
- **START EXAM ONLY WHEN TOLD TO DO SO**
- **REPORT ANY PROBLEMS IMMEDIATELY TO THE PROCTOR**
- **WHEN DONE – HAND IN YOUR SCRATCH PAPER AND LEAVE QUIETLY**..be sure to stick around campus for at least 15 minutes after your exam.

DON'TS

- **DON'T BRING FOOD**
- **DON'T BRING BEVERAGES**
- **DON'T BRING WATER**
- **DON'T BRING ANY ELECTRONICS (CELL PHONES, IPODS, ETC.)**
- **DON'T BRING HATS**
- **DO NOT TAKE A TEST MORE THAN ONCE**