

## DSS/ARC Testing Guidelines

### *Before starting a test*

1. **Please leave cell phones, tablets and other electronic devices on back table in Angel's office.** (Please adjust your phone to **silent or vibrate**) \*\*Ringers interrupt meetings and phone calls in the office.
2. **Please leave coats, hats, caps, backpacks, purses and other personal items on the back table in Angel's office.** They can be picked up after your exam.
3. **Please come prepared** with the necessary materials for your exam (pencils/pens, paper, calculator, etc.).
4. **Please use the restroom before starting your exam.** We can no longer grant bathroom breaks unless this is an accommodation. Professors do not allow this in the classroom therefore we must abide by the same rule.
5. **No notebooks, cards, calculator, etc.** unless approved by professor.
6. **If a student is caught cheating or is suspected of cheating** on an exam administered in the ARC, the exam will be immediately discontinued. The incident will be reported and all materials returned to the instructor.

### **Additional notes to remember:**

- **Schedule your exam with Angel *and* notify your professor at least 2 days ahead of your testing time.** Include course name, name of professor, date and time of exam. Email works best.
- **The ARC hours are 8:00 – 5:00 Monday through Friday.** Please schedule your test at least 2 hours before the center closes.
- If your test is moved to a different day/time ***please let Angel know as soon as possible.***

**Thank You!!**