



## Testing Lab Procedures

### Lab Admission

- You must have an official picture ID card to test. No other form of identification is accepted.
- You may not leave the Testing Lab once you have begun testing – this includes going to the bathroom and getting a drink. No foods are allowed in the lab.
- Only testers are allowed in the Testing Lab. No one else will be allowed in the lab under any circumstance.
- The Testing Lab is to be used for the purpose of testing only – you cannot browse, print, check email, etc.
- The Testing Lab uses video surveillance to promote academic integrity.
- Lab hours are Monday – Friday from 8:30 am to 1:30 pm (hours may vary during Midterms and Finals Week).

### Personal Items

- Personal belongings will not be allowed at the computers while testing, therefore storage bins have been provided. It is in your best interest to not bring valuable items to the Testing Lab – South Georgia Technical College is not responsible for lost items.
- Cell phones and any other electronic devices are to be left in the storage bins and are to be turned off – not on vibrate mode – while in the Testing Lab.
- Calculators, pencils, and scrap paper are provided at the time of testing. Other materials are not allowed unless otherwise approved by the Testing Coordinator.

### Academic Misconduct

- In order to avoid suspicion by the Testing Coordinator, it is highly recommended that you empty your pockets *prior* to testing – this would include anything that could be construed by the proctor as cheating aids in your pockets.
- Should suspicious writing, drawings, or markings of any kind be found on your body or on any article of your clothing, you will not be allowed to test.
- The proctor has the right to check for content under any circumstances.
- If you are suspected of cheating, your test will be stopped immediately. At this time, the Testing Lab's Academic Misconduct Report form will be filled out. You will have an opportunity to make comments on the form. Your instructor and/or Vice President of Student Affairs will be contacted and receive a copy of the form. A copy will also be sent to you in campus mail.