



Angelina College Testing Center RULES AND CONDITIONS



Welcome to the Angelina College Testing Center. The following rules and conditions have been implemented to provide a fair and impartial testing environment and to maintain a professional level of testing services for all students. Please read each statement carefully, and initial in the space provided to indicate that you have read, understood, and agreed to each rule of the AC Testing Center. **Bring a completed copy of your rules and conditions to your first testing appointment.**

_____ I agree to schedule my testing appointment **by no later than 3:00 p.m. the day before my desired test date. Weekends are not included (during the Fall and Spring semesters, appointment must be made by 3:00 p.m. Friday for test on Monday – during Summer semesters, appointment must be made by 3:00 p.m. on Thursday for a test on Monday).** Two hour timed test must be scheduled by 2:30 pm in order to allow sufficient testing time.

_____ I understand that if I wait to schedule my test on the last test date, I may experience a conflict with other tests, and that I may be required to reschedule my test through my instructor.

_____ I understand that the A.C. Testing Center's hours of operation are subject to change.

_____ I understand that I must comply with all testing rules and conditions and if I fail to do so, my test results may be canceled, no monies will be refunded and legal action or other remedies may be pursued.

_____ I understand that on every test date I must have a **pictured identification on every appointment** to be permitted to test.

_____ I understand that the test administrators are responsible for maintaining a secure test administration and that I authorize the administrators to act as my agents in maintaining test security and will cooperate with them. I further agree to follow all reasonable oral or written instructions presented at the test administration. I understand that if I fail to comply with this requirement, I may be dismissed from the test administration and/or my score may be canceled.

_____ I agree not to communicate with other examinees or other individuals other than the test administrators during the test administration. I further agree not to disrupt or behave in any way that would adversely affect my performance or the performance of other examinees. I understand that if I fail to comply with this requirement, I may be dismissed from the test administration and/or my score may be canceled.

_____ **I understand that all test questions and other test materials must be kept confidential and secure from disclosure. These materials are not available to me outside of the test administration, either before or after the test administration. I understand that I **can not** and **will not** take any assessment materials including notes from the test administration room. Any other duplication of test materials, in whole or in part, is prohibited. I **promise** and **agree** not to disclose any of the contents of the assessment and will not duplicate or reproduce information contained in the test in whole or in part.**

_____ I understand that cell phones and all other communication devices are strictly prohibited in the Testing Center. Using these devices in the Testing Center **will result in immediate dismissal from the Testing Center and notification to the instructor of the student's behavior.**

_____ I have read and understand Angelina College's Policy on Academic Dishonesty (**see previous page**).

_____ I understand that I must reaffirm my agreement to the policy on academic dishonesty by initialing the sign-in sheet at each test administration.

If I object to any of these rules or conditions, I understand that I will advise the test administrators before the test administration and the objection will be considered prior to allowing me to take the assessment. If my objection is not honored, I will not be permitted to take the assessment.

I understand that should any of these rules and conditions or other aspects of the assessment process be declared by any court of competent jurisdiction to be invalid or illegal, the remaining rules, conditions and assessment components will not be affected and will remain in effect.

Student Signature

Date