



ANGELINA COLLEGE

TESTING CENTER

POLICY ON ACADEMIC DISHONESTY

This document serves to inform students utilizing the Angelina College Testing Center of the college's policy on cheating and the repercussions of such actions.

Part I:

Angelina College has set forth a policy regarding academic dishonesty.

The college and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism and collusion. **Cheating or plagiarism in any degree will not be tolerated by the college and will result in NO LESS than a failing grade on the assignment in question.** Further proceedings to have the violator suspended from class and/or from the college may be initiated through the current policy of the college on grievances.

CHEATING INCLUDES:

- a. Copying from another student's test paper, laboratory report or other report, or computer files, data listings and/or programs
- b. Using materials during a test that are not authorized by the test administrator.
- c. Collaborating with another person or persons during an examination or in preparing academic work without authorization.
- d. Knowingly, and without authorization, using, buying, selling, stealing, soliciting, copying or possessing, in whole or in part, the contents of an un-administered test.
- e. Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit.
- f. Purchasing or otherwise acquiring and submitting as one's work any research paper or writing assignment prepared by an individual or firm.
- g. Accessing "other" data files during BlackBoard exams and quizzes and while testing in other computerized testing programs.

Part II:

The Angelina College Testing Center is **monitored by surveillance cameras**. Your verbal and nonverbal actions, regardless of intention, will be observed and may be recorded on the surveillance camera while present at the Testing Center.

You will be required to put all miscellaneous items including, but not limited to, purses, backpacks, notebooks, coats, hats, cell phones, pagers and textbooks in a pre-assigned locker. You may not access these items while taking your test. Cell phones, pagers and other electronic communication devices must be turned off prior to placing them in the locker. No baseball caps or "hoodies" may be worn in the testing center. If you need to take a jacket/sweater into the testing room, it must be inspected by testing personnel prior to entry into the testing center.

By signing this form, I indicate that I understand the information provided on this form. I have been given the opportunity to ask questions that I may have about academic dishonesty and Angelina College's policy. I understand that violation of the cheating policy will result in disciplinary action.

I understand that the Angelina College Testing Center will NOT tolerate cheating. Without exception, those suspected of cheating will be immediately dismissed from the Testing Center and the student's instructor will be notified of the behavior.

Go to Rules and Conditions, p. 2.



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 a test on Monday – during Summer semesters, appointment must be made by 3:00 p.m. on Thursday for a test on Monday.)** During the Fall and Spring semesters, evening testing by appointment will be available Monday, Tuesday and Thursday – 5:30 p.m. – 8:30 p.m. During Summer semesters, evening testing by appointment will be available Monday & Wednesday – 5:30 p.m. – 8:30 p.m. Tests with a two hour time limit must be scheduled two hours prior to closing to allow sufficient time for testing.

_____ 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

_____ Print Name

_____ Date