Student Testing Guidelines

Appointments – Your appointment should be scheduled at least 24 hours in advance of your desired testing date and as indicated by your professor. Rescheduling of appointments is strongly discouraged and will only be considered on a case-by-case basis.

Identification – Please bring valid photo ID when reporting for your test. You will not be allowed to take your test without proper photo identification.

Security Proctor- Proctors will ask to check your pockets, roll up sleeves to make sure there's no unauthorized aids on your person. Hats and hoodies must be removed before exams.

Lockers – All personal belongings must be placed in the lockers provided.

Phone/Devices- Students are required to turn off their phone and store it in a locker. No devices with Wi-Fi or Bluetooth capabilities are allowed.

Test Monitoring – All activities in Testing Services are monitored and recorded via security cameras.

Breaks – No bathroom breaks allowed. Students who require bathroom breaks need approved accommodation by the Student Disability Services Office.

Food/drinks- No food while testing. Only water is allowed.

Testing Supplies- The Testing Center offers pencils, pens and calculators. Students **cannot** use their own calculator.

Surrender Tests and Materials – Exams are collected once the test is completed. You must turn in all testing materials, including scratch paper, to the Proctor before you leave.

Time Waiver – You must read and sign a Time Waiver if you do not give yourself the allotted time to complete your exam before the Testing Center's closing time.

Academic Misconduct – You must adhere to Nova Southeastern University regulations that prohibit cheating. If you are suspected of academic misconduct, your exam will be collected for review. The matter will be referred to your faculty member for further review, and if applicable, disciplinary action may be taken.

Testing Services Contact Information **Office Phone:** 954-262-8374 **Website:** NSU Testing Services