



## UCO COLLEGE OF BUSINESS TESTING CENTER POLICIES & PROCEDURES

The UCO College of Business Testing Center offers appointment for UCO College of Business online exams on a first-come, first-served basis. All exams must be scheduled at least 12-hours in advance. It is the student's responsibility to know the date(s)/time(s) by which their exam must be completed per the course requirement. Exam schedules are determined by the instructor of record for each course. The UCO College of Business Testing Center is not responsible for exams scheduled outside of the permissible date/time period, unavailable appointments, missed exams, or cancellations.

\*\*\*If the exam does not show available times, that means the College of Business Testing Center is booked and students will need to utilize [ProctorU](#) for their exam.\*\*\*

The following policies and procedures apply to every person testing at the College of Business Testing Center.

- Examinees must make appointments at least 12-hours prior to the test date. Examinees are urged to schedule tests at least one week in advance, or at the start of the semester.
- Examinees must notify their instructors that they have made their appointments.
- Examinees must sign-in prior to testing and sign-out at the completion of their test.
- Students must know their course and exam information to schedule their exam.
- Examinees are **not** allowed to bring unauthorized items into the testing area. While not an exhaustive list, the following items are **not** permitted at testing stations or while testing:
  - backpacks
  - calculators\*
  - cameras or recording devices
  - cell phones
  - ChapStick/lip balm
  - food or drink
  - hats/caps/headgear#
  - heavy coats
  - keys
  - listening devices (radios, headphones, recorders)
  - mechanical pencils\*
  - notes or books\*
  - pagers or beepers
  - papers of any kind\*
  - pens\*
  - pencils\*
  - rulers\*
  - sunglasses
  - personal tissues
  - purses
  - wallets
  - watches
  - wireless communication devices of any kind
  - wrist bands/sports bands

#Allowed only for religious reasons

\*Allowed only with permission of instructor. The College of Business Proctor will examine the object before use in the test.



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- Examinees will raise slacks/pants legs/long skirts above their ankles and pull sleeves up (if long sleeves are worn) prior to every entry into the testing room.
- Examinees will empty and turn out all pockets (pants, shirts, jackets, sweaters, and hoodies) prior to every entry into the testing room to confirm that they have no prohibited items.
- Examinees are not permitted to leave the testing room once testing has begun until the test is finished. No breaks are permitted (emergencies excluded).
- Examinees **must** bring a valid, UCO or government-issued photo ID. Students **will not** be permitted to take their exam without a valid photo ID. The approved forms of identification include the following:
  - UCO Student ID card \*\*\*Preferred form of ID\*\*\*
  - Driver's license or state ID with name, photograph and signature (unexpired)
  - Military ID with name, photograph and signature (unexpired)
  - International travel passport with name, photograph and signature (unexpired)  
*If your passport is not written in English-language, letters, you **must** present one of the other approved forms of ID listed.*
- Examinees should ask any questions they have *before* beginning a test.
- Students are responsible for supplying any materials specified by the instructor (e.g., calculators, notes, etc.) as required for the test. The College of Business Testing Center is not responsible for or required to provide any additional materials.
- Personal belongings must be stored at the back of the room during testing. It is recommended that you bring a backpack or purse to store personal items in.
- Examinees will be monitored by camera while in the testing room. Any appearance of cheating will be investigated and reported.
- Examinees must be considerate of other examinees by being as quiet as possible while in the College of Business Testing Center, and especially while entering, in, and exiting the testing rooms.
- Talking is prohibited in the testing rooms.
- Food or drink are NEVER allowed in the testing rooms.
- If an examinee is late for a testing appointment, he or she may be asked either to sign a waiver of time or to reschedule the test for another date.
- All tests must be completed by the College of Business Testing Center closing time.
- Tests must be completed in one sitting.
- Examinees who wish to lodge a complaint about a test administration, must report it immediately after the test to a proctor or other College of Business Testing Center staff. Irregularities will be investigated and reported.



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- ADA Statement regarding special accommodations: "The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class."
  - Once a student provides their instructor(s) with their accommodation letter, the instructor will provide the letter to the College of Business Testing Center, at the request of the student, and the student can call Niccole Miller (405) 974-2325 to set-up all of their exams, availability permitting.