

Testing Lab Policies

Lab Admission

- You must have your Harding ID card to test. No other form of identification is accepted. You may go to Student Life from the hours of 8:00am to 5:00pm, Monday through Friday to obtain a new Harding ID card.
- You may not leave the Testing Lab once you have begun testing – this includes going to the bathroom and getting a drink.
- 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.
- Lab hours are Monday, Tuesday, Thursday from 8am to 9pm and Wednesday, Friday from 8am to 6pm (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 – Harding University is not responsible for lost items.
- You may not wear baggy sweatshirts, coats, hats, watches, or any other non-essential articles of clothing while testing.
- 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 proctor's desk. Other materials are not allowed unless otherwise approved by the instructor.

Online Test Scheduler

- You may not reschedule your test appointment for any reason; however, you are allowed to come to the Testing Lab before your scheduled time.
- If you are unable to make your appointment, you must refer to your instructor's syllabus for their policy on missed tests.
- It is recommended to be in the Testing Lab 10 minutes ahead of your scheduled time.
- Once your scheduled time has expired, you must immediately end your test and leave regardless of the amount of time remaining in your Moodle test.

Academic Misconduct

- In order to avoid suspicion by the proctor, 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 the Office of Academic Affairs will be contacted and receive a copy of the form. A copy will also be sent to you in campus mail.