

Testing Center Agreement

- 1 **I understand** that I must show a CSI student ID when taking a CSI class exam.
- 2 **I understand** that I must know my test information (instructor's name, course number, exam name or number) to receive an exam.
- 3 **I understand** that books, papers, food, drinks, etc., are NOT allowed into the testing area.
- 4 **I understand** my coat, hat or cap (baseball caps, beanie, cowboy hats, etc.) is not permitted in the testing area. And headbands may not cover ears.
- 5 **I understand** that I must turn off all electronic devices, cell phones, or smart watches and place in a locker or store with my belongings in reception area. They are NOT allowed in the testing area.
- 6 **I understand** purses or large wallets are NOT allowed in the testing area and must be placed in a locker or stored with my belongings in the reception area.
- 7 **I understand** NO children are allowed in testing area and they may not be left unattended in the Meyerhoeffer building.
- 8 **I understand** that my scratch paper and all test materials and handouts must be returned to proctor at check out. No testing materials used during the test may be removed from the Testing Center (excluding personal calculators which must be cleared before leaving).
- 9 **I understand** I must wait at the testing area door for the proctor to seat me.
- 10 **I understand** I cannot talk to other testers in the testing area and communication with proctors should be in a whisper.
- 11 **I understand** that when closing time arrives I will be expected to turn in my exam.
- 12 **I understand** cheating will not be tolerated.
- 13 **I understand** NO tests will be given out within one hour of closing time.
- 14 **I understand** calculators with keyboards are not allowed in the testing center without prior approval.
- 15 **I understand** articles of clothing may not be placed on the back of my chair

Please sign on the agreement form to show you understand and agree to follow the policies of the testing center.