



# Testing Center Policies & Facilities Procedures

## IDENTIFICATION

Students and customers must present a valid photo id card (WSU Tech Student ID, Driver's license, military ID, etc) before any test session will be started. You will NOT be allowed to test without proper identification.

## PERSONAL BELONGINGS

Students who bring personal items and/or unauthorized testing materials into the testing center will have their testing session stopped immediately. The proctor will:

- Notify the instructor and Dean of the noncompliant actions
- Asked to leave the testing center immediately

Items that are not allowed in the testing center include, but are not limited to:

- Cellphones
- Smart Watches
- All personal electronics
- Hats and Sunglasses
- Backpacks and/or purses
- Personal scratch paper
- Unauthorized notebooks, notes, or books
- Unauthorized calculators

The proctor will ask you to place your personal materials into a locker within the proctor area. The testing center recommends leaving your items in your car. Any material left unattended in the testing center will be turned into campus security's lost and found.

## CHILDREN IN THE TESTING CENTER

Children are not allowed in the testing center to ensure a quiet environment for testing.

For the safety of the child, parents/legal guardians and caretakers should realize that WSU Tech personnel are not responsible for small children. Children under the age of 10 may not be left



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unattended in the OASIS space. Children under the age of 10 must be accompanied by an adult at all times.

If an unattended child cannot locate his or her parent, legal guardian or caretaker in the OASIS area campus security will be called.

## **FOOD AND DRINK**

No food is permitted in the OASIS testing center, drinks with lids are allowed. Students are asked to dispose of all trash in the trash receptacles located in the testing center.

## **ACCOMODATIONS TESTING**

Student who are approved for special accommodations testing must call the testing center to make an accommodation appointment at 316-677-9506.