

TESTING ROOM RULES

- 1) **Be informed** – Be sure you know the **course number**, the **test number** and your **instructor's name**.
- 2) **Be prepared** – You will need to show testing room personnel a **photo ID**; either a JWCC ID or driver's license.
- 3) **Be QUIET!** – Please be considerate of others and keep your voice lowered. **Cell phones must be turned off** (do not put on vibrate). Cell phones (talking, texting, or being used as a calculator) may not be used during testing. Any use of your cell phone during testing will result in your phone being confiscated until you leave the room. Head phones and ear buds are not allowed.
- 4) Students must **sign in** on the appropriate sign-in sheet and **sign time out** when testing is completed.
- 5) Books, back packs, etc. should be placed in the cubbies provided.
- 6) If your Open Learning test is scored in the testing room, your results will be available but **you will need to see your instructor to review the test**.
- 7) All tests must be **completed by closing time**, so allot and plan your time wisely.
- 8) **Children are not allowed in testing room**. John Wood Community College does not allow unattended children on campus. (Board Policy No. 215) Please make appropriate arrangements before reporting for testing.