

California State University Northridge Testing Center

Proctoring Rules Agreement

- I understand that I will be continuously monitored by audio/video, physical walk-throughs of the testing room, and through a one-way observation window.
- I accept that all testing sessions are audio and video monitored during the CSUN-Testing Center hours of operation.
- I further understand that if I refuse to be monitored, I will not be checked in and will not be able to sit for my scheduled examination.
- I understand that I will be required to present a valid (unexpired) and acceptable photo ID(s) in order to take my scheduled examination at this Testing Center. Validity, acceptability, and number of required IDs is pre-determined by testing company or instructor that I am taking the examination for.
- I understand and accept that the CSUN-Testing Center views all photo IDs that have been punched, torn, or altered in any way as “invalid” and will not be accepted as a valid photo identification for a testing appointment, regardless of reason.
- I understand that I am **prohibited** from communicating, publishing, reproducing, or transmitting any part of my examination, in any form or by any means, verbal or written, for any purpose.
- I agree not to discuss test content with any individual during the course of my testing appointment.
- I agree not to look at other scheduled examinee’s screens, testing materials, or written notes that they may have been permitted to use in the testing room.
- I agree not to use written notes, published materials, or other testing aids, except those allowed by my instructor or the testing company. The proctor will review specific policies with me during the check-in process prior to my being seated for my examination.
- I understand that I am **allowed** to have at my testing seat only those items provided by the Testing Center (center-supplied soft ear plugs with no wires/cords attached, pencils, and two sheets of scratch paper). I understand that I may be **allowed** specific items as directed by the testing program, course, or instructor.
- If permitted to use a cheat sheet or note card as an “exam allowance”, I understand and accept that the sheet or note card will be relinquished to the proctor during check-out after completing my examination, unless as otherwise directed by the testing program, course or instructor.
- I understand that any clothing or jewelry items that are allowed to be worn in the testing room must remain on my person at all times. I further agree that all removed clothing or jewelry items must be stored in the locker provided to me by Testing Center staff.
- I agree to participate in a **Security Check** by a proctor prior to being admitted and seated for my exam or prior to entrance into the testing room after any restroom breaks taken. I understand that a Security Check includes, but is not limited to:
 - I will be asked to turn all pockets inside out and to place all pocket contents in my assigned locker prior to being seated for the start of my examination.
 - I will be asked to turn all pockets inside out prior to every entry into the testing room.

- I will be asked to raise my slacks/pants legs above my ankles and to pull my sleeves up (if long sleeves are worn) prior to every entry into the testing room. I will be asked to remove glasses worn by me to make them available for the proctor to conduct a visual scan. I accept that I will not be permitted to bring any personal/unauthorized item(s) into the testing room. Such items include, but are not limited to: Hats, skateboards/scooters, helmets, food, drinks, purses/wallets, briefcases, notebooks, pagers, watches, cellular telephones, recording devices, photographic devices, and/or weapons.
- I agree to return all testing materials issued to me to the proctor at the end of my examination prior to being dismissed.
- I accept that I will not be permitted to access any contents of my locker during a scheduled break, including electronic devices (cellular telephones, recording devices, watches, etc.).
- I understand that repeated and lengthy departures from the testing room will be reported to the instructor or testing company.
- I accept that if I need access to food or medicine stored in my assigned locker, that I must inform the proctor **prior** to the retrieval of this item. I further understand that access to my assigned locker will be under the direct supervision of a proctor.
- I agree to conduct myself in a civil manner at all times when on the premises of the Testing Center. Exhibiting abusive, confrontation behavior towards a proctor, or any other staff member of the Testing Center, may result in being asked to leave the Testing Center even if your exam is incomplete.
- I understand that payment of proctoring services will be rendered at the end of my exam. Fees are prorated on an hourly rate of \$15 for a paper exam and \$20 for a computer-based exam. Fees are payable in cash only. Receipt of payment is available upon request.
- I understand that to protect the privacy of all testers, the proctor may neither confirm nor deny if any particular individual is present or scheduled to test.
- I understand that persons not scheduled for a testing appointment are not permitted to wait in the Testing Center.
- I understand that testing company/instructor policies applicable to an individual examination may supersede specific Testing Center policies.

Examinee Signature

Date