

## Mathematics Testing Center Policies

1. No backpacks, purses, laptops, cell phones, personal listening devices, smart watches, etc. are allowed at the testing stations. No hats or clothing items may be placed on the desktop while testing.
  - **Cell phones & smart watches must be SILENCED and surrendered at check-in and will be held at the proctor desk during testing.**
  - Unlocked open storage compartments are available for storing other personal items. If a student is concerned with the security of his/her personal items under these conditions, then he/she should not bring them to the testing center.
2. No food, drink, vaping/tobacco products, children or pets (except service animals) are allowed in the testing center.
3. A valid **WKU Student ID** or government-issued photo ID is required before a student will be allowed to test. No exceptions.
4. **Calculators**, if allowed by instructor, will be inspected during check-in for unauthorized information and will have all applications/programs erased. The Math Testing Center will have calculators available for check-out during exams.
5. Testing appointments can be made online at [wku.edu/mathtesting](http://wku.edu/mathtesting). Students should have an appointment before arriving at the MTC, but an appointment can be made at the center check in desk if there is availability. If a student has a problem when trying to schedule an appointment, he/she may call the MTC at 270-745-2141. Testing appointments will not be scheduled over the phone.
6. The proctor is not allowed to answer questions about exams or calculators.
7. The proctor will provide scratch paper if needed and approved by instructor.
8. Students will not be allowed to begin an exam if there is less than 30 minutes remaining before the Center closes. Students will be required to stop working on their test at closing time, regardless of the time allotted by their instructor.
9. Cheating will not be tolerated. Instructors will be notified if:
  - Student is observed in possession of a cell phone, personal listening device or smart watch while testing.
  - Student is observed in possession of unauthorized written or printed materials (i.e. "cheat notes") while testing.
  - Student leaves the Center before completing exam.
  - Student is observed accessing an unauthorized website during test.
  - Student is observed sharing a calculator, exchanging items or communicating with another student.
  - Cheat notes/formulas are observed written on or concealed inside calculators at check-in.
10. Proctors will observe students while testing. Student's on-screen activity is monitored while testing and can be recorded. Any items in a student's possession during testing may be inspected by the proctor.
11. Testing center staff reserves the right to approve or assign seating at testing stations.