Testing Center Exam Day Procedures

- All students using the Testing Center are bound by the Union College Honor Code.
- Upon arriving at the Testing Center to take an exam, students will sign the Testing Center Exam Administration Agreement if they have not already done so that semester.
- Students must place their belongings away from their seats. They will not have access to their belongings during the exam.
- Cell phones and smartwatches must be removed and silenced. Students will not have access to their cell phones during their exams.
- Calculators, books and notebooks cannot be utilized without the express permission of the course professor.
- Eating is NOT allowed during an exam except as required by an approved accommodation, or on a case-by-case basis where eating will not interfere with the testing process or cause a distraction to other students.
- Testing Center staff will NOT rephrase, explain or interpret test questions.
- If a student has questions regarding the exam, Testing Center staff will attempt to reach the faculty member by telephone on behalf of the student and then put the student on the phone. Testing Center staff will monitor the call. Time spent reaching out and speaking with a faculty member will NOT result in adjustment of the predetermined end time of the exam, unless expressly communicated to the Testing Center staff by the faculty member.
- If wanted, students will get a courtesy reminder when 30 minutes and 5 minutes are remaining.
- Students must be on time for their exams. A student who is late to an exam will have that amount of time subtracted from the total time allowed for the exam.
- A student who is more than 20 minutes late will be regarded as a “no-show” and will need to consult with his or her professor regarding the possibility of a makeup.
- **Breaks**
  - Students should use the restroom before an exam begins if necessary. They will be reminded that restroom breaks are not permitted except as required by an approved accommodation or in case of emergency.
  - The time allowed for an exam does not stop running for students who choose to take breaks (not as part of an approved accommodation, but as a matter of personal choice) during an exam.
- Students with scheduled breaks as an accommodation will receive “stop the clock” breaks so that their exam time is not impacted by a scheduled break. Students may not leave the Testing Center during their breaks unless otherwise arranged.
- Students will not have access to their belongings during breaks.