

Del Mar College
Distance Learning & VCT
Testing Center

Testing Agreement Form

Testing services are provided for Del Mar College students and to ensure quality service, the Testing Center has established the following policies:

- ❑ Students are required to present photo identification before testing.
Acceptable IDs-Del Mar or school ID, Texas or Out of State Driver's License
- ❑ Students are required to sign in and out at the front desk before and after testing.
- ❑ Students are required to provide all necessary testing supplies, such as scantrons and number two pencils.
- ❑ Students are not allowed to use textbooks, notes or any other resources while test taking, unless otherwise specified by instructor.
- ❑ No food or drinks are allowed in the DLT.
- ❑ Purses or handbags must be placed underneath desk during testing period.
- ❑ **No cell phones or electronic devices are permitted during the test session.** Cell phones must be turned OFF.
- ❑ All testing materials including scratch paper must be turned in after testing.
- ❑ Students are not allowed to take breaks once testing has begun.
- ❑ The Distance Learning Testing Center staff will enforce all policies set forth by the on-line or classroom instructors.
- ❑ Students are expected to display cooperative, respectful behavior.
- ❑ No tests will be given out 30 minutes before the Testing Center closes.

Penalties for Testing Policy Violations

Disregarding the aforementioned policies may result in test termination. Test termination may also result in one of the following consequences as outlined by the current *Del Mar College Catalog* under Disciplinary Action:

- ❑ Admonition and warning
- ❑ Loss of privileges
- ❑ Disciplinary probation
- ❑ Suspension from the College
- ❑ Expulsion from the College

Inappropriate behavior, such as verbal abuse and disorderly conduct, may result in expulsion from the Testing Center as well as a forfeiture of testing privileges.

Scholastic Dishonesty:

Testing Services enforces Del Mar College's policy on Scholastic Dishonesty:

Students are expected to maintain the integrity of the College by avoiding dishonesty in their own behavior and by expecting honest behavior from their fellow students. One of the requirements for passing the courses students take at Del Mar College is that students do their own work. Meeting this requirement means avoiding plagiarism, collusion, and cheating. A full description of the Scholastic policy is available in the Del Mar College Catalog / Student Handbook.