

Del Mar College
Distance Learning & VCT
Testing Center

Testing Agreement Form

Testing services provided for Del Mar College students. To ensure quality service, the Testing Center has established the following policies. **Students must express their compliance with these policies by initialing the sign in sheet at the DLT before taking their first exam each semester.**

Testing Policies

- Students must present photo identification at all testing occasions. **NO EXCEPTIONS**
Acceptable IDs-Del Mar ID, Texas or Out of State Driver's License & Texas ID
- Students must sign in and out at main counter when testing as well as when turning in or picking up assignments.
- Students are responsible for providing all necessary testing supplies, such as scantron and number two pencils.
- Students are not allowed to use textbooks, notes or any other resources while test taking, unless otherwise specified by instructor.
- Students are not allowed to bring backpacks.
- No food or drinks are allowed in the DLT.
- Students must not communicate with other students while test taking.
- Purses or handbags must be placed underneath desk during testing period.
- Do not bring cell phones or music headphones.** All electronic gadgets will be collected before testing. **Students who refuse to turn in their cells phone will have to make other arrangements with their instructor to test. Phones that go off during testing will be written up, reported to instructors via emailed for not being honest with DLT.**
- Visitors are not allowed inside the testing room.
- All testing materials including scratch paper must remain in MSC Room #108.
- Students are not allowed to take breaks once testing has begun.
- D. L. Testing Center will honor all policies set forth by classroom instructors.
- Students are expected to display cooperative, respectful behavior in Testing room MSC 108.**
- No tests will be given out 30 minutes before Testing Center closes. Door will be close.**
- Test material or Web CT exam will be collected or submitted 15 minutes before closing**

Penalties for Testing Policy Violations

- ❑ Disregard of the aforementioned policies may result in test termination. Test termination may result in one of the following consequences as outlined by the current *Del Mar College Catalog*.
 - ❑ 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..