

PROCTORED TESTING LAB RULES & GUIDELINES

- A valid photo ID (current student ID, Driver's License, or other government-issued ID) is required at check-in.
- Students are expected to be on time for their appointment. Failure to arrive on time may result in rescheduling for another time.

Online MSVCC Proctored Exam Non-Cancellation Charge Policy

Jones College students who schedule an appointment for MSVCC Proctored Exams and do not cancel the appointment before their scheduled testing time will be charged a \$25.00 non-cancellation fee. All testing appointments are canceled after the student is more than 15 minutes late for a scheduled appointment time. The Business Office will apply the \$25.00 fee for each non-canceled appointment time. This fee cannot be covered by scholarships or financial aid. The student will be notified by email from the eLearning Office when the non-cancellation policy is violated. The student should reschedule the testing appointment.

- Headgear, sunglasses, and pocketed outerwear are not allowed while testing.
- Cellphones, smartwatches, and other electronic devices are prohibited in the proctor lab. Cellphones should be silenced before being put away. The possession of electronic devices during testing will result in a zero.
- Children, visitors, and other guests are not allowed for any reason.
- No food, drinks, or tobacco products allowed.
- Jones College students must know the last four digits of their Jones ID # and the last four digits of their Social Security Number when logging into Canvas and MyLabsPlus.
- Permitted testing materials such as non-graphing calculators, scratch paper, formula sheets, etc. are only allowed upon the instructor's approval. Scratch paper and formula sheets will be provided by the testing center and must be returned upon completion of the exam.
- Talking is not permitted at any time.
- Students should only access the exam to be completed. Reviewing and/or completing preparation material or other assignments is not allowed in the proctor lab.
- Students are expected to sit in an upright position while taking exams.
- Leaving the proctor lab during an exam is not allowed for any reason.
- Once all appointment slots are full, students will be considered a walk-in and may be required to wait for an available computer.

Students may be dismissed from the proctor lab for inappropriate behavior (cheating, talking during an exam, disrespectful behavior, not following proctor lab rules, etc.). The instructor, Dean of Students, and/or Campus Police will be notified.