

Test Procedures for Students

1. Determine with your Professor that you are eligible to take a test (make-up test or approved accommodations test) through the Testing Center.
2. Check the testing appointment calendar and schedule an appointment to take your test by either:
 - a. calling the Testing Center at 885-2318 OR
 - b. dropping by the Welcome Center (A-105).
3. Let your Professor know when your test is scheduled. Please remind your professor to drop off the test so it is ready for you.
4. Arrive at least 10 minutes before your scheduled appointment. Check-in at room A-117.
5. Bring a photo ID; you **must** show a photo ID to the test proctor.
6. Bring necessary items such as pencils, pen, scrap paper, calculator/notes/books (if allowed) to your testing appointment.
7. No food or beverages are allowed in the testing room.