

Student Testing Guidelines

Appointments- Your appointment must be scheduled at least 24 hours in advance of your desired testing date and as indicated by your professor. Rescheduling of appointments is strongly discouraged and will only be considered on a case by case basis.

Identification- Please bring valid photo ID when reporting for your test. You will not be allowed to take your test without proper photo identification.

Lockers – All personal belongings must be placed in the lockers provided. Covers of calculators must be removed and all phones must be turned off. Phones cannot be used as a calculator for any exam unless there is written permission from your professor.

Test Monitoring - All activities in Testing Services are monitored and recorded via security cameras.

Breaks – If applicable, at any point if you leave the testing room you are required to sign the break log including time in and time out.

Surrender Tests and Materials - Exams are collected once the test is completed. You must turn in all testing materials, including scratch paper, to the Proctor before you leave.

Time Waiver – You must read and sign a Time Waiver if you do not give yourself the allotted time to complete your exam before the testing center’s closing time.

Academic Misconduct – You must adhere to Nova Southeastern University regulations that prohibit cheating. If you are suspected of academic misconduct, your exam will be collected for review. The matter will be referred to your faculty member for further review, and if applicable, disciplinary action.