

**Testing Agreement
Northwestern State University
Shreveport Campus
Testing Center**

What is not allowed:

Testers are not allowed to bring personal or unauthorized items into the testing area. Marked bookshelves adjacent to the testing area are provided for the following personal items. Do not enter behind the Circulation Desk or put personal items on or behind the circulation desk. Items not permitted in the Testing Area include but are not limited to:

- Technology items not allowed: A battery-operated calculator*, cell phones, cameras, recording devices, listening devices (such as ear buds or headphones*) or any type of wireless communication device such as an Apple Watch or Fit Bit.
- Hats or hoods must be removed prior to entering the testing area
- Purses, backpacks keys and phones must be secured. (place items inside back packs and close) Phones should be turned off or muted.
- Paper items such as notes*, books*, or scratch paper of any kind* (Proctors will provide scratch paper and collect scratch paper after exam.)
- Foods or beverages are not permitted in testing area.
- Infants, children or other family members are not allowed in the Library and may wait in the atrium seating area.
- Breaks are not allowed during exams. Use the restroom prior to the exam (Exception: testers may leave the library after with proctor's permission after completing one exam and before beginning a second exam.)
- Students who are ill or have a temperature above 99 degrees should reschedule exams with the proctor.

**With explicit instructor written permission you may bring items such as headphones for a foreign language exam or other instructor approved items. If advised by the instructor, students must provide their own simple calculator. This prevents pathogen transfer, especially during a pandemic or flu season.*

What is allowed:

- During a pandemic or flu season, testers must wear a personal face mask or shield to prevent pathogen transfer. Students may bring their own disposable gloves. After testing, dispose of gloves in the biohazard waste receptacle provided.
- Upon entering the Library / Testing Lab, testers must sign in on the *Testing Log Sheet* and show proper photo ID. This log may also be used in tracing and notification by the Louisiana Department of Health.
- Acceptable Photo ID is a government issued ID such as a Louisiana Driver's License or Northwestern State University student ID. A cell phone image of an ID or ID photocopy is not acceptable ID.
- After completing an exam, testers must turn in notes, scratch paper and any forms to the proctor. Scratch paper or notes must be shredded by the proctor. Do not place scratch paper in the biohazard waste receptacle. These items are scanned and sent to the instructor.
- Students must sign out on the *Testing Log Sheet* after completing an exam. These records are maintained by the proctoring agent for a period of one year or until grades have been submitted by the instructor.
- Once signed in, students must remain a safe distance of 6 feet apart according to floor markings.
- Students will be assigned a computer to maintain safe distancing.
- After depositing personal items on designated shelves, students must wash hands thoroughly with soap and water, lathering for 20 seconds according to CDC Guidelines. Soap and paper towels are provided by the university. This prevents pathogen transfer and cross-infection.
- Testers are responsible for supplying any materials specified by the instructor (Scantron, formula sheets, periodic charts, etc.)
- Testers will be monitored while in the testing room. Any appearances of cheating will be investigated, and notification sent to the instructor.
- Testers are asked to be considerate of other test-takers by being as quiet as possible when entering and leaving the testing center.
- Report any problems to the Testing Center staff immediately.

_____ **Date** _____

Student Signature & Date