

TESTING GUIDELINES AND PROCEDURES



1. All belongings must be locked in our provided lockers/lock bags, except for your ID(s). These items include keys, money, cell phone, watches, FitBits (exercise bands), purses/bags, outerwear, hats, food/beverages, etc.



2. Cell phones and other electronic devices must be turned off before stored in your locker.

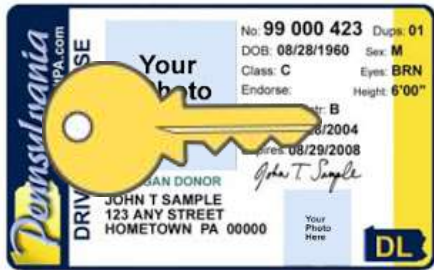


3. No food or drink is allowed in the testing room.



4. You will go through a security scan, which involves turning pockets out, pulling up pant legs and long sleeves, and being scanned by a metal detector wand.

TESTING GUIDELINES AND PROCEDURES



5. Your locker key and ID(s) go with you to your desk. If your test allows breaks, then you must take your ID with you and go through the security scan each time you enter the testing room.

6. During breaks, you are not allowed to leave the building or access your lockers for any items except food, drink, and medications.



7. The testing room and check-in area are subject to video and audio recording and surveillance.



8. Please keep your feet down on the floor while testing.



9. If you are provided scratch paper/noteboard and pencils/pen, please bring them with you when you finish your exam.



The RHEC Educational Testing Center strives to provide a quiet environment while securing test integrity.

Educational Testing Center, 108 N. Jefferson St., Room 413, Roanoke, VA 24016