

## Mississippi College Student Accessibility Services Testing Center Rules and Code of Conduct

### Testing Center Rules

1. The student must arrive 15 minutes prior to the start of testing. If the student is over 10 minutes late the student will not be allowed to start the test. The point of re-testing will be dependent upon the professor and/or their policy on missed or rescheduled exams.
  - a. If a student is more than 10 minutes late, they will be required to reschedule their exam.
2. The student must not have any type of electronics, with the exception of a medical device. These include, but are not limited to, smart watches, FitBits, tablets, and jump drives. The student must leave all electronics in the Student Accessibility Services office. All possessions will be kept safe.
  - a. If the student is in possession of an electronic device that was not pre-approved by Student Accessibility Services staff, the testing session will immediately be ended, the test will be taken up by Student Accessibility Services staff, and the professor will be notified of the testing center violation.
3. If the student needs to use the restroom, they must quietly raise their hand and a testing proctor will escort them from the testing center. Students may not have access to their electronics or their belongings during bathroom breaks.
4. Once the test is complete you must raise your hand and a testing coordinator will come and collect the test.

## Cheating Policy

### “HONESTY

Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism, or furnishing false information, including forgery, alteration or misuse of University documents, records or identification, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal. See the Mississippi College Student Handbook or University Policy 2.19 for specific information regarding penalties associated with dishonest behavior at Mississippi College. Copies of the Mississippi College Student Handbook are available in the Office of the Vice President for Enrollment Management and Student Affairs, Nelson 313. Copies of University policies are available on the Mississippi College website.”

<http://catalog.mc.edu/content.php?catoid=22&navoid=1184>

### Testing Center Scheduling Guidelines

Students with the appropriate accommodations should follow the steps below to schedule a test with Student Accessibility Services:

1. Communicate with the professor to discuss an agreed upon time/date that the student would need to test with the Student Accessibility Services.
2. Reach out to the Student Accessibility Services to schedule the exam at least a week prior to the agreed upon time/date.
3. The exam must be provided to the Student Accessibility Services at least 24 hours prior to the agreed upon time/date.
  - a. The exam, test materials, duration of test (without extended time), and other relevant instructional materials/information should be provided to the Student Accessibility Services by the professor. Exams may be emailed to [adams03@mc.edu](mailto:adams03@mc.edu) or personally brought to the Student Accessibility Services located in the basement of Nelson Hall.

Testing Location Surveillance Disclaimer

In order to maintain the integrity of each test, each testing session will be monitored via camera(s) and may be recorded.

By signing below, I affirm that I have read the information provided above, and agree to adhere to the Mississippi College Student Accessibility Services Testing Center Rules and Code of Conduct.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
MC ID

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date