

## Test Centre - Rules of Conduct

*Students can request an alternate version of this document by contacting Accessibility Services*

Students writing tests/exams in the Test Centre with Accessibility Services (AS) must comply with the following procedural and conduct regulations set by AS at Tyndale University.

1. Arrive and check-in with the proctor at the assigned location at least 5 minutes prior to the test/exam commencement time.
2. The Test Centre will not compensate students for time lost due to late arrival.
3. Access to the Test Centre is restricted to students scheduled to write tests/exams with accommodations, the proctor(s) supervising the Test Centre, Tyndale staff and faculty.
4. To ensure the safety of students with environmental sensitivities, refrain from wearing perfume or cologne and ensure that you are not in possession of nuts, products that contain nuts or products that may contain traces of nuts within the Test/Exam Centre.
5. Prior to commencement of a test/exam, students are asked to place coats, bags, books, and other personal belongings (including their cell phone) in a secured area outside of the Test Centre. The only materials that are permitted are aids/resources that have been specified/approved by the course instructor(s). *The Test Centre is not responsible for any lost, stolen, broken, or items left outside the Test Centre.*
6. During the writing of a test/exam, you may not have with you any materials or electronic devices except those expressly authorized by the proctor/instructor.
7. Students are expected to comply with instructions given by the designated proctor(s) and conduct themselves with a respectful and compliant attitude.
8. During the writing of a test/exam, you are not permitted to communicate with anyone, including other students, in any manner.
9. After the writing of a test/exam, all printed test/exam materials must be placed in the envelope and sealed and remain in the Test Centre. For soft copies, save all your work on the provided USB Flash Drive. You may not keep any printed or electronic test/exam materials after the test/exam has concluded. This includes, but is not limited to, tests/exams, exam booklets, USB Flash Drives, scrap paper, and authorized aid sheets.
10. Upon completion, students are to see the proctor to sign-off on the completed exam copy.
11. Students who write tests/exams in the Test Centre are required to comply with the Academic Integrity Standards and required to not communicate or reveal any test/exam information with other students which may provide an unfair advantage to either party.

12. In the case of a personal need of any sort (e.g., illness, washroom), the student must inform a proctor and request assistance or permission to leave the room. All materials must remain in the Test Centre if permission to leave the room has been granted. *Please note: Only one student will be permitted to use the washroom at a time.*