

Student Expectations in Test Centre

Students must **arrive in advance** of their scheduled assessment in order to register and commence the assessment at the scheduled time. Late arrivals may be subject to faculty pre-approval to write, and time will be deducted from allocated testing time.

On arrival, students will be asked to provide a **valid SLC student ID card** or government-issued photo identification (Passport or Driver's License/Photo Card).

All students are held to the same standard of Academic Integrity established by their Program and set out in their course outlines. Students are monitored by Test Centre staff for all forms of academic misconduct and violations of the SLC Academic Integrity Policy and Student Code of Conduct Policy.

Students who fail to comply with Rules and Regulations of the Test Centre, assessment instructions from faculty, and direction provided by Test Centre staff, may be subject to immediate termination of assessment.

Academic misconduct (e.g., cheating) will lead to immediate reporting of the violation to Faculty and to Administration, with detail and video provided for faculty review and determination of sanction.

- **NO personal electronic devices** (this includes cell phones, tablets, USB flash drives, laptops, music/audio players, headsets, ear buds, smartwatches, or any device identified as inappropriate by Test Centre staff).
- All devices must be turned **OFF** and placed in the designated storage area.
- NO talking or disruptive sounds in the Test Centre.
- NO communication with other students.
- NO wristwatches, smartwatches or fitness monitors permitted.
- NO unauthorized materials, including notes, paper, or books.
- NO coats, outerwear, hoodies, jackets, ponchos, or other loose or pocketed clothing permitted (consult Test Centre staff for clarification, as required).
- NO purses, backpacks, bags or eyeglass or other cases.
- NO food or beverages, no coffee cups. **ONLY water in clear, sticker-free bottles is permitted.**
- Students are required to bring testing supplies such as pencils, erasers, and pens.
- Pencil **cases** and eye glass cases are **NOT** permitted.
- Supplies, pockets, and footwear may be subject to Test Centre staff inspection.
- The Test Centre is a Scent-Reduced Zone. Please avoid the use of all scented products such as perfume and cologne.
- Students are encouraged to take bio breaks prior to assessment start. Bio breaks taken during the assessment will be timed, monitored and reported back to faculty.
- In case of emergency (fire alarm, lockdown) or inclement weather alerts, students are to follow instructions of the Test Centre staff.

Monitoring time during assessments:

- Digital assessments have a pre-programmed time, which is set by the instructor and includes any accommodations for extra time. Digital assessments will end at the time duration indicated within the platform. Platforms, such as Blackboard, display a timer identifying the individual time permitted. If you have any concerns about the duration displayed for a digital assessment, see Test Centre staff right away.
- For paper-based testing, to assist students to monitor their time, as part of the student sign-in process, Test Centre staff will:
 - o offer students a timer with the test time preset, plus five minutes to settle into their station;
 - o record student arrival time in the sign-in log;
 - o record the sign-out time in the log; and,
 - o report any time overages in minutes to student and faculty.
- Students may also request that the Test Centre staff give a reminder at the 15-minute remaining mark, though ultimately it remains the student's responsibility to monitor their time throughout their assessment.

***Note:** There may be an academic penalty if you exceed your allotted time.

All violations of the rules of the Test Centre will be reported to the Administration and faculty and will be subject to sanction.

SLC Test Centre Staff

Revised March 2025