**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. 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 (i.e., 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 talking or disruptive noise in the Test Centre.
* NO communication with other students
* **NO personal electronic devices permitted** (this includes: cell phones, tablets, USB flash drives, laptops, music/audio players, headsets, ear buds, smart watches, or any device identified as inappropriate by Test Centre staff).
* All devices must be turned **OFF** and placed in the designated storage area.
* NO unauthorized materials, including notes, paper, or books.
* NO coats, outerwear, scarves, shawls, hoodies, jackets, ponchos, or other loose or pocketed clothing permitted.
* NO purses, backpacks, bags or eye glass or other cases permitted.
* NO wristwatches, smart watches or fitness monitors permitted.
* NO food or beverages, no coffee cups permitted. **ONLY water in clear, label-free bottles only.**
* Students are required to bring testing supplies such as pencils, erasers, and pens.
* Supply of 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 may be permitted bathroom breaks during the test. Breaks will be monitored and reported to faculty.
* In case of emergency (fire alarm, lockdown) or inclement weather alerts, students are to follow instructions of the Test Centre staff.

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 April 2023