

Illinois Central College Proctored / Make-up *Testing Program*

APPOINTMENTS AND PHOTO ID REQUIRED AT ALL CAMPUSES

STUDENT POLICIES:

Photo Identification is required of students each time they take an exam in the Testing Center. An ICC or other student ID, driver's license, or passport, are all acceptable forms of identification. Without proper ID, students will not be allowed to test. No exceptions will be made.

- Students must know the instructor's name and the name of the course/exam they are taking.
- Students must schedule an appointment online at least 1 day in advance—without an appointment, space may not be available. **Make an appointment at <http://icc.edu/around-campus/testing-center/proctoring-access-services/> Click on "MAKE AN APPOINTMENT" for the East Peoria or Peoria Campus.**
- When your exam is completed all exam materials, including scratch paper, must be given to the Testing Center staff.
- Exams will be collected 10 minutes prior to closing time to allow the Testing Center staff time to process the tests. It is the student's responsibility to arrive at the Testing Center with adequate time to complete the exam.
- If a student insists on testing with less than the time limit allowed by the instructor, the student will be asked to sign our Testing Center Waiver Form. The form will be submitted to the instructor along with the exam.
- Unless specified by the instructor, exams must be completed in one sitting.
- Cell phones, pagers, and any other electronic devices must remain outside the testing area. Setting the phone to silent mode is not sufficient. No phone calls are allowed while taking an exam.
- Books, bags, hats, and other belongings must be left in a designated area at each exam site.
- Students suspected of cheating or violating testing procedures will be asked to turn in their exam and their instructor will be notified.
- The Testing Center does not supply calculators or other test materials. We do supply scratch paper and return it with the exam if used.

