

Ohio Dominican Testing Center

Policies and Guidelines

Check In

Upon arrival, enter quietly, sign in, and store all personal belongings in a locker. A proctor will review your exam details and assign your seat.

Cell Phones and Electronic Devices

Cell phones and electronic devices, including cameras, video-recording devices, smart watches, intelligent eyewear, earbuds, and similar items, are not permitted while testing.

Scratch Paper

If you receive scratch paper, return it to the proctor with your completed exam.

Food and Beverages

Food is not permitted in the Testing Center, except for documented medical needs. Covered beverages, such as water bottles, are permitted.

Breaks

Infrequent restroom breaks may be permitted and count toward your allotted exam time. During breaks, you may not access personal belongings or communicate with anyone other than the proctor.

Reduced-Distraction Environment

The Testing Center strives to provide a quiet, comfortable, reduced-distraction testing environment. Earplugs are available upon request. Personal earbuds, headphones, and other noise-canceling devices are not permitted.

Supervision

Students are monitored by Testing Center staff and video surveillance while testing.

Academic Misconduct

If unapproved materials are found or academic misconduct is suspected, the proctor will stop the exam and notify the faculty member.