



# Coastline Community College Assessment Center

## Exam Procedure Agreement Policies

- Students **must remain in the testing room** during the exam.
- Students must leave their cell phones in the car or check them in at the Assessment Center front desk.
- Students must take the exam without use of unauthorized books, notes, or reference aids of any kind.
- **All authorized notes and/or scratch paper must be turned in upon completion of exam.**
- Food and drinks are not allowed in the testing area with the exception of bottled water.
- Students are not allowed to communicate with others during the exam with the exception of the Assessment Center staff.
- Backpacks and purses, as well as all other electronic devices and unauthorized study aids must be stored in lockers.
- Acts of Academic Dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to cheating, plagiarizing, engaging in collusion, and stealing. A copy of the Coastline Academic Honesty Policy is available upon request.
- Students who violate the Academic Honesty Policy or any of the above will be asked to discontinue testing and submit their exam, notes, and scratch paper to the Assessment Center staff. A report will be submitted to the student's instructor and the Disciplinary Administrator.
- The testing area is monitored by remote cameras. All activities in the testing area are recorded.
- Due to a shortage of resources and periods of heavy traffic, "time warnings" such as 5 or 10 minutes warnings will not be provided.