

What to Expect on Test Day

Location and Parking

There is a parking garage attached to the building with access on the ground level. Elevators are located in the center of the building.

Address: 585 Student Academic Services Building
281 West Lane Avenue
Columbus, OH 43210

Parking: <http://www.campusparc.com/osu/garages/lane-avenue>

Campus map: <http://www.osu.edu/map/building.php?building=160>

Inclement Weather

If The Ohio State University cancels classes, the Testing Center will be closed. Please contact the Testing Center or appropriate testing authority to reschedule your test.

Testing Center Regulations

Lockers are provided to store all personal belongings.

Cell Phone Policy

- Cell phones are strictly prohibited inside the testing rooms.
- Cell phones must be turned off in lockers and may not be accessed during exam periods, including breaks.
- Any examinee found using a cell phone, including the phone ringing or vibrating, may be dismissed and may be reported to the course instructor or appropriate testing authority.

Possession of any electronic or recording device is prohibited.

Any aids not authorized by the instructor are prohibited inside the testing rooms.

All examinees must arrive at the Testing Center on time. Latecomers may be denied entry, even if the testing period is still ongoing.

Students must adhere to all policies set forth by the Code of Student Conduct, available online at http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf.

Violations of the Code of Student Conduct or any Testing Center policy will be reported to the course instructor or appropriate testing authority.

*Students with disabilities must register through the Office of Disability Services. Visit <http://www.ods.ohio-state.edu/> for more information.

Frequently Asked Questions

What time should I arrive at the Testing Center?

You should arrive at the testing center 15 minutes before your scheduled examination start time (30 minutes for ETS test takers).

What items should I bring to my examination?

Please bring your test confirmation and proper, unexpired forms of identification. You may bring a snack or drink to keep in your locker and access during breaks.

What if I arrive late or fail to appear for my examination?

The Testing Center has the discretion to deny access to latecomers. Failure to appear forfeits your test registration fee.



What can I expect when I arrive at the Testing Center to take my examination?

Upon arriving at the Testing Center:

You will sign in at the front desk with the time, your test, and then print and sign your name.

You will show a valid photo ID confirming your identity. Make sure you read requirements of each test carefully as some tests require two forms of ID.

You will store your belongings in a locker. Testing Center staff will hold the key for you while you test. You will read "Testing Center Regulations," agreeing to the security terms for the administration of the examination.

You will be provided with scratch paper and pencils if the test allows.

The following items are for ETS Testing only:

You will empty and turn your pockets inside out prior to entry into the testing room to confirm that you have no prohibited items.

You will roll up long sleeves and pant legs.

You will sign your name and mark the time on the Test Center Roster.

Metal detector wands are in use in all Prometric testing centers, and wanding is a requirement for GRE and Praxis testing. You will be scanned prior to your entry into the testing room to ensure that you do not have any prohibited electronic devices. If you refuse wanding, you will not be admitted unless you have a documented medical exception on file with ETS. The Testing Center Administrator will be required to submit a report to ETS for anyone declining to be scanned.

What items are prohibited in the Testing Room?

- Calculators (unless allowed by instructor)
- Recording devices
- Photographic equipment
- Study material
- Cellular telephones
- PDAs (personal digital assistants)
- Purses
- Wallets
- Pagers
- Hats and other head coverings, except those for religious purposes
- Coats and outerwear
- Bags
- Tissues not provided by the Testing Center
- Pens and pencils
- Food & Beverages
- Medicine or cough drops
- Tobacco products
- Any other product determined by the TCA to be a disturbance to other testers or a threat to the security of the examination

What environment can I expect in the Testing Center?

To ensure a high level of security throughout your testing experience, TCAs will periodically walk through the testing room and will continuously monitor testers through observation windows and video for irregular behavior.

The Testing Center administers examinations for a variety of clients. As a result, other examinees may be in the testing room at the same time.

What if I need assistance during the examination?

Raise your hand to alert the TCA or exit the testing room.

Examples of instances where a tester requires assistance include:

- Hardware or software problems or distractions that affect your ability to take the examination. If an error message is displayed on the computer screen, DO NOT clear the message.
- Need for additional scratch paper or pencils

What happens if there are technical difficulties with my examination?

On rare occasions, candidates may encounter technical difficulties at the Testing Center. If this happens, notify the TCA immediately by raising your hand. Staff will make every effort to correct any difficulties as quickly as possible. The TCA will follow established procedures to resolve the problem. The nature of the problem will also be reported to the appropriate testing authority.

Are breaks allowed during testing?*Scheduled Breaks (ETS ONLY)*

Scheduled breaks are available between examination sections. Scheduled break time does not count against your testing time. You can only take a scheduled break after a section of the examination is complete. Once the section is complete, you will not be able to return to any of the questions in the section. Candidates may decline the scheduled break and continue to the next section of the examination, or only use a portion of the break time allotted. The allotted amount of time for your break will be displayed on your monitor.

Unscheduled Breaks

If you need to take a break during the timed portion of your examination, you may take an unscheduled break. The examination timer will continue to count down during unscheduled breaks. No additional time will be provided to complete your examination.

*There are several tests that do not allow you to leave the testing room until the test is finished. Read all communications carefully!

What do I need to know about leaving the testing room?

The use of phones and other electronic devices during unscheduled breaks is strictly prohibited. You are not permitted to access any study material or discuss the examination when taking breaks during an active examination session. This includes access through any verbal communication, electronic means, or written material.

You are not permitted to leave the immediate vicinity of the Testing Center or restrooms while an examination session is in progress.

Repeated or lengthy departures from the testing room for unscheduled breaks will be reported by the TCA to the course instructor appropriate testing authority



What other rules and regulations should I know about?

Unauthorized possession, reproduction, recording, discussion, reconstruction of content from memory, or disclosure of any materials, including, but not limited to, examination questions before, during, or after an examination or other certification activities is a violation of OSU policy, specific testing policies and federal copyright laws. Failure to comply may result in the invalidation of examination results, exclusion from future examinations, revocation of certification, or any sanction deemed appropriate, up to and including expulsion from the University.

Any clothing such as sweaters worn into the testing room must be worn at all times while testing or placed in the provided locker.

You must conduct yourself in a courteous manner at all times when on the premises of the Testing Center.

To protect the privacy of all testers, staff can neither confirm nor deny the presence of any particular individual at the Testing Center.

Persons not scheduled to take a test are not permitted to wait in the Testing Center. There is a lobby located on the first floor of the Student Academic Services Building where visitors may wait.

Weapons of any kind are prohibited.

All materials issued to you by Testing Center staff must be returned at the conclusion of your examination. This includes scratch paper, pencils, ear plugs and tissues. Tissues must be discarded in view of Testing Center staff.

What are examples of irregular or improper behavior?

TCAs are required to report any irregular or improper behavior by a candidate. Examples of irregular or improper behavior include, but are not limited to, giving or obtaining information, removing examination material from the Testing Center, being disruptive, or violating any Testing Center regulation. TCAs may intervene to stop any observed irregular or improper behavior. Irregular or improper behavior during the examination, as evidenced by careful observation or subsequent statistical analysis of your responses, may result in the termination of your participation, invalidation of your examination results, exclusion from future examinations, revocation of certification, or any other sanction deemed appropriate, up to and including expulsion from the University.

What happens at the end of the examination?

For certain tests, you will learn your scores immediately, while others are sent to the department or appropriate testing authority for scoring. For EM Tests not graded in the Testing Center, you will receive a receipt with contact information to obtain your results. Once you have received your scores and have collected your belongings from your locker, you are free to leave.