



Testing Center Policies and Procedures

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: 281 West Lane Avenue
Suite 585
Columbus, OH 43210

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

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

*Students with disabilities must register through the Office of Disability Services. Visit <https://slds.osu.edu/> for more information.

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 exam.

Testing Center Policies and Regulations

- ❖ Students must make an appointment at www.testing.osu.edu.
- ❖ All students are required to have a valid ID. Buck ID, State ID or Password are acceptable.
- ❖ Proctors can only answer technical questions relating to the functionality of exams, we cannot define words or interpret meaning.
- ❖ Only items listed on the request form or permitted by exam vendor will be allowed in the Testing Labs.
- ❖ Lockers are available to store all other personal belongings, including, but not limited to: cell phones, hats, scarves, phones, fitness devices, watches, wallets, water bottles, etc...
- ❖ Cell Phone Policy
 - Cell phones are strictly prohibited inside the testing labs.
 - 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 may be dismissed and reported to the course instructor, COAM or appropriate testing vendor.
- ❖ Possession of any electronic or recording device is prohibited.
- ❖ Any aids not authorized by the instructor or vendor are prohibited.
- ❖ All examinees must arrive at the Testing Center on time. Latecomers may be denied entry.

Academic and Disorderly Misconduct

Students must adhere to all policies set forth by the [Code of Student Conduct](#).

When a proctor suspects students of cheating, students will be approached, informed of the conduct witnessed and asked to discontinue the behavior. If the behavior persists, the student may be dismissed from the Testing Center.

Violations of the Code of Student Conduct or any Testing Center policy will be reported to the course instructor, COAM and/or appropriate Exam Vendor.

We reserve the right to remove or deny access to students for problematic behavior.

Exam Security and Testing Integrity

The Testing Center is certified by the National College Testing Association and adheres to [NCTA's Professional Standards and Guidelines](#). Students are continuously monitored throughout their exam by physical walkthroughs, proctor viewing window and on-screen monitoring.

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.

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 Kiosk.

You will store your belongings in a locker.

You may need to read "Testing Center Regulations," agreeing to the security terms for the administration of specific Vender examinations.

You will present your ID to the admin check-in station.

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.

Certain vendor exams will require additional screenings.

You will be shown to your seat to begin testing.

What items are prohibited in the Testing Room?

- Calculators (unless allowed by instructor)
- Recording devices
- Photographic equipment
- Study material
- Cell phones
- PDAs (personal digital assistants)
- Purses
- Wallets
- Fitness trackers
- 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
- Tobacco products



- Any other product determined by the PROCTOR 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?

We have a 9 seat testing lab for Prometric exams (GRE and PRAXS) only.

We have a 59 seat testing lab for all other exams.

To ensure a high level of security throughout your testing experience, proctors 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.

Ear plugs are available upon request.

What if I need assistance during the examination?

Raise your hand to alert the proctor 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 proctor immediately by raising your hand. Staff will make every effort to correct any difficulties as quickly as possible. The proctor 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 are part of select exams. Scheduled break time do not count against your testing time and are predetermined. Candidates may decline the scheduled break and continue to the next section of the examination, or 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.

Repeated or lengthy departures from the testing room for unscheduled breaks will be reported by the PROCTOR 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?

Proctors 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. Proctors 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.

Credit by Exam

Students can earn credit toward graduation by successfully completing tests in the Credit by Examination Program. Successful completion of any of these tests results in the designation of "EM" credit on the student's transcript. The credit does not affect the student's GPA, but does count as hours toward graduation. Credit can only be earned by currently enrolled undergraduate students. EM credit will not be awarded for courses that are prerequisites to those for which credit has already been earned. EM credit will not be awarded for any course in which a student has received either a mark at The Ohio State University or transfer credit from another institution.

Students may generally apply up to 30 semester hours of EM credit toward a degree. Additional EM credit may be applied toward a degree with special action of academic units and the Council on Academic Affairs. Students who are interested in applying more than 30 semester hours of EM credit toward a degree must contact their academic advisors prior to testing.