

## **Testing Center Guidelines for Students**

If you will be taking a test in the Testing Center, there are a few things you need to know in advance.

The Testing Center handles placement testing, GED® testing, and many other tests for the community at large in a relatively compact area. To maximize the use of our space, different types of testing are offered on different days. Be sure to visit the testing center website to check the center's hours and days that your type of testing will be available:

**<http://www.clackamas.edu/testing>**

Testing is done on a first come, first served basis. You may need to wait before being able to test. Tests cannot be started if the office will not be open for as much time as your test has allotted. This means that you may not be able to test if you come at the end of the day. Mornings are also the best time to come in as there are less people.

You will be asked to observe the following rules:

- Picture ID is required.
- Only authorized materials are allowed on the desks.
- Electronic devices must be powered off (includes iPods and phones).
- Bathroom breaks are not allowed for tests shorter than 3 hours.
- If you are caught cheating, your test will be collected and you will be asked to leave.
- Backpacks and book bags are not allowed in the testing rooms.
- Food and drinks are not allowed in the testing rooms.
- Only test takers and CCC staff are allowed in the testing rooms.
- Unattended children are not permitted in the waiting area while you are testing.
- Testing ends 10 minutes before the office closes.

While these rules apply to everyone, if you are taking a makeup test, some instructors have additional rules for their students. You may not have the same rules as someone else in the room, and you may not have the same rules when you take different tests. If you would like to know which additional rules apply to your test, feel free to ask your instructor.

Be prepared! Our testing environment can be very distracting. Testing with us is not the same as what you would experience in a classroom setting. There will be doors opening/closing, timers beeping, people coming/going from the room regularly, people typing on computers, and there may be people talking/whispering in the room. You can't use your iPod, but you are welcome to bring earplugs if they will help.

If you have any questions, give us a call! (503) 594-3283