

## Testing Center Rules and Conditions

1. Test taker must comply with the Testing Center rules and conditions. Failing to do so may result in score(s) canceled and no monies will be refunded.
2. Provide proper identification to be permitted to take test. Proper identification includes a valid government issued ID. Must have first and last name, a picture and signature. Name must match the name on the test.
3. BRING: (1) Photo ID (No Receipt, No Test Ticket, No Photo ID = No Test! No Exceptions!); (2) Social Security Number, (3) TSIA Test Receipt and (4) Test Ticket will be received in the Office of Enrollment Services (5) TSI PAA printed copy.
4. DO NOT BRING: Food or drinks, cell phones, calculators, or any electronic devices, hats, caps, backpacks, large bags, or purses. If you bring these items, they will be checked and taken up.
5. Going in and out of the Testing Room is not permitted. If you leave the Testing Room for any reason test score(s) will be canceled and no monies will be refunded.
6. Children are not permitted in the Testing Room. If the test taker has children he/she must make arrangements for their care prior to taking the assessment.
7. See testing times per campus. Allow adequate time to check in and receive instructions for the assessment (approximately 15 minutes). Come prepared and know the length of time allowed for the test. Test taker should allow him/herself enough time to complete the test prior to the Testing Center closing for the day.
8. Test administrators are responsible for maintaining a secure test administration. The test taker will comply and authorize the administrators to act as their agents in maintaining test security. Further the test taker agrees to follow all reasonable oral or written instructions presented at the test administration. Failing to comply with this requirement, may cause the test taker to be dismissed from the test administration and score(s) will be canceled.
9. There will be no communication with other test takers or other individuals other than the test administrators during the test administration. Furthermore, the test taker must not disrupt or in any way behave in a way that would adversely affect his/her performance or the performance of other test takers. Failure to comply with this requirement will be grounds for dismissal from the test administration and score(s) will be canceled.
10. All test questions and other test materials are the property of the testing company and/or its contractors and have been developed at great cost. The materials must be kept confidential and secure from disclosure. These materials are not available to the test taker outside of the test administration, either before or after the test administration.
11. The test taker will not take any assessment materials including notes from the test administration room. Any other duplication of test materials, in whole or in part is prohibited. Upon purchase of test ticket the test taker is in agreement not to disclose any of the contents of the assessment and will not duplicate or reproduce information contained in testing material in whole or in part. Failure to comply with this requirement may result in being liable for the costs associated with a failure to comply and may be subject to other legal remedies including injunctive relief for any such action on the test takers part.