

# Mercy College of Ohio Testing Center Policies and Guidelines

Mercy College of Ohio Testing Center adheres to The National College Testing Association (NCTA) standards and guidelines. (Attached)

For specific policies and guidelines see below:

## Testing Procedures:

- Examinees should schedule testing appointment ahead of time.
  - Accommodation student (examinee) – submit testing schedule by requested date.
  - Students (examinee) doing make up testing or credit by exam – submit wufoo for testing with instructor permission or call for appointment.
- Examinees are to bring: photo ID, pencils, pens to test day.
- Examinees should arrive early.
- Examinees should bring as little as possible, belongings will be stored in a secure environment.
- The test time will start when the examinee is in the testing room, and they should take bathroom breaks prior to.

## Testing Policies:

- No exams will be returned to examinee.
- All scrap paper used in exam will be collected and turned in with exam.
- Examinees are not be permitted to leave testing room until exam is completed and returned to proctors office.
- Examinees are not permitted to bring the following items into the testing area:
  - Backpacks
  - Calculators (unless specified by instructor)
  - Any electrical devices, including fitness trackers and watches
  - Cell phones/cameras/recording devices
  - Food or drink, unless in clear containers
  - Hats/caps/hoodies/jackets or hooded clothing of any type
  - Listening devices (radio, headphones, recorders)
  - Keys
  - Personal tissues

- Purses/wallets
- Sunglasses
- Loose papers of any kind
- If examinees have a question, they should ask the proctor what the next step is and direction will be followed from instructor.
- Examinees could be monitored by surveillance while in testing room. Any appearance of cheating will be investigated and reported. Mercy College of Ohio \*Academic Integrity Policy will be followed.
- Examinees must be considerate of other examinees by being as quiet as possible while in the Testing Center, especially when entering and exiting.
- All exams are stored in a secure area until returned to instructors.
- If an examinee is late for a test, they may not be permitted to test that day.
- If the testing schedule has changed, cancelled or moved, it is the examinees' responsibility to notify the testing coordinator.
- Mercy College of Ohio does not offer walk in appointments for the Testing Center
- Examinees that wish to lodge a complaint may do so immediately after a test to the Director of Accessibility Services.

Any questions – please contact the testing center coordinator at 419 – 251-1734

#### **\*ACADEMIC INTEGRITY POLICY**

The purpose of education is to advance one's intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that of others. Any violation of this principle constitutes academic dishonesty resulting in disciplinary action. Forms of academic dishonesty include, but are not necessarily limited to, the following:

**Plagiarism** – Submitting all or part of another's work as one's own in an academic exercise, such as an examination, computer file, or written assignment. This includes, but is not limited to, submitting papers written by someone else, such as a family member or friend, or downloading parts of or entire term papers from the internet and then submitting them as one's own work. It also includes use of another's words as one's own, be that paraphrasing or direct quotation, without proper citation.

**Cheating** – Using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination. This also includes sharing or receiving content from exams or quizzes by way of another student.

**Facilitating academic dishonesty** – Helping another to commit an act of academic dishonesty, such as substitution for an examination, completing an assignment for someone else, or sharing of computer files.

**Fabrication** – Altering or transmitting, without authorization, academic information or records.

**Multiple Submissions** – Submitting the same paper/project for credit in multiple classes, without permission of the instructors involved.