

Make-Up Test Student Guidelines

To ensure a quiet, secure testing area, the following guidelines must be followed:

Talk to your instructor. The Testing Center does not create make-up tests; your instructor does. If you have not made arrangements with your instructor before you come to the Testing Center, there will not be a make-up test for you to take.

Talk to your instructor! If you are unable to complete the test, if you miss the deadline to take the test, or if any other problems come up, talk to your instructor. The proctor is following instructions provided by your instructor and cannot make decisions in his or her place.

Bring a photo ID. Make-up tests will not be administered to a student who does not have photo identification. Acceptable forms of ID are your **current** Durham Tech Student ID, driver's license, passport, military ID, or employer ID with photo.

Leave your electronic devices behind. The Testing Center has lockers for your use. You must leave all personal belongings in a locker while you are taking a make-up test; remember to turn your cell phone off. If you need to leave an emergency number, use the Testing Center phone number, 919-536-7231, ext. 2405 or campus security, 919-536-7255, ext. 5500.

Snack before the test. We cannot allow food in the testing area. However, you may have a drink with a lid on it as you test. *If you are sitting at a computer, you must keep your drink on the floor!*

Plan your visit. Make sure you understand what materials you are allowed to use and what materials you are expected to bring; arrive with enough time to complete the test; use the restroom before you begin the exam. Once you begin a make-up test, you must give your exam to the proctor when you leave, and your test will be considered completed.

Make an appointment! Make an appointment prior to coming for your test. This allows us to monitor the number of students in the make-up testing area for distancing purposes, and allows us to sanitize accordingly! To make an appointment, email proctoring@durhamtech.edu.

Be on time. The Testing Center will not give tests beyond the deadline set by the instructor and will stop giving new tests **one hour** before we close. All tests will be collected no later than **thirty minutes** before we close.

Follow the academic honesty policy. Any student found seeking assistance or using materials not allowed by the instructor will be asked to leave the Testing Center and reported to the instructor.

Follow the student code of conduct. The student code of conduct applies everywhere on campus, including the Testing Center.

Understand your instructor's policy. Not all instructors allow make-up tests. Make sure you understand your instructor's policy. If you don't, check your syllabus or ask your instructor. The Testing Center only proctors make-up tests provided by an instructor.