



Resource Center for Persons with Disabilities (RCPD)
Michigan State University
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ALTERNATIVE TESTING RULES

These fundamental testing rules are to be presented to the examinee prior to test administration at the RCPD. Additionally, the exam proctor should provide information about the content of the *Alternative Testing Site Authorization* form to the examinee prior to beginning the exam.

1. RCPD employs video monitoring of testing sessions for the protection of the student and the RCPD. This also aids our review in cases of alleged academic dishonesty. Exam proctors are responsible for monitoring the testing process on a random interval basis. Any suspicion of academic dishonesty is documented, shared with course faculty, and will result in a loss of testing privileges at the RCPD until the matter has proceeded through the University's academic integrity review process.
2. No cellphones, smartphones, smartwatches, books, coats, purses, brief cases, or pagers are permitted in the testing room. You may use only the aids indicated on the *Alternative Testing Site Authorization* form. Staff may secure your valuables if you request.
3. Once testing begins, you must remain in the testing situation. No visitors or non-essential departures from the testing room are allowed until the test is completed. Please use the restroom before beginning the test. If you must use the restroom during the test, you must check out and back in with either the exam proctor at the front desk or your Disability Specialist. During any approved time out of the testing room all materials must remain in the room.
4. Time limits will be enforced. Please check with staff before the exam begins if you are unsure of the time limits. Arriving late at a designated testing time does not constitute permission for adjustments to the established test end time.