

## Distance Education Testing Lab Policy

*(We are located at the Jackson Avenue Center in Suite F)*

**The testing lab will charge a \$20 fee for the following:**

- All makeup exam appointments for students who miss a scheduled appointment.
  - Students who are testing outside of the exam window (exam has been approved by the instructor).
  - Exams that are not scheduled by Friday at 5 p.m. the week before midterms and finals.
1. If you do not show up for your exam at the appointed time or reschedule your appointment at least two hours prior to your scheduled appointment time, your appointment will be closed and the online appointment system will not allow you to reschedule.
  2. Do not make another appointment using a different email address. If duplicate registrations are made for the same exam, the most recent appointment scheduled will be deleted. In this case, you can choose to register for a makeup exam. Be sure to check with your instructor if you are scheduling for a makeup exam that is outside of the exam testing window.
  3. Please arrive at least 10 minutes before your scheduled appointment. If you arrive 10 minutes past your appointment time, you will automatically be marked as a “No Show” and will not be allowed to test at that time.
  4. You must provide a picture ID (valid state issued ID, valid UM ID, or Passport) to be allowed to enter the testing lab. No Exceptions!
  5. Personal items are not allowed in the testing lab (cell phones, laptops, electronic tablets, book bags, hats, sunglasses, watches, food, beverages, wallets, keys, pens, pencils, etc.).
  6. Cell phones should be turned off prior to storing it in your assigned locker.
  7. The email address you have provided will be used for official notifications regarding the exam you are registering for. You are responsible for ensuring the email address you provide is correct.
  8. When scheduling your appointment, please check the hours of the testing lab to make sure you will have enough time to complete your exam. (i.e. If your exam is three hours and your appointment is at 3:00 p.m., you will not be allowed to continue your exam past our closing time.)

***\*\*\*If you fail to comply with the testing center policy, you will not be allowed to test in the testing lab.***