

## MLC Testing Policy

### GENERAL INFORMATION

- Bring your **MC student ID** card. No other form of ID will be accepted.
- When you arrive at the MLC, be prepared to provide the **name of your professor**, the **course in which you are enrolled**, and the **test you want to take**.
- It is your responsibility to **arrive early** enough to complete your test(s) within the amount of time allotted by your professor. All testing must end 10 minutes prior to MLC closing. **Before you arrive**, make sure you know how much time you have to complete the test and what time the MLC closes. MLC staff will **not** extend hours for late arrivals.
- **Turn off or silence cell phones and put all electronic devices in book bags, including wristwatches & activity trackers.**
- **Place all personal items including outerwear (coats/jackets) on the counter or window sill.**
- You may bring a water bottle, but no other beverages or food items are allowed.
- Once an electronic exam is started, **Students must stay on exam page**; never open another tab, web browser window, or program during or after the exam.

**\*All Computer-based Testing is under Electronic Surveillance\***

### INFORMATION PROVIDED BY YOUR PROFESSOR

- Your professor must provide, in advance, all information required to take your test, *e.g.*, **start date & end date, time allowed, authorized aids you should bring, special accommodations**, etc.
- MLC staff will **adhere strictly to your professor's written instructions**. They cannot administer tests on unauthorized days, allow the use of unauthorized aids, or grant extra testing time.

### ACADEMIC INTEGRITY

- MLC staff members are required to document and report any evidence of, or the appearance of, **academic dishonesty**.
- If you are in violation of the Student Code of Conduct (academic misconduct) the issue will be forwarded to your professor. The Student code of Conduct is available on the MC Student Affairs website at <http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=55>