Kapiolani Community College Testing Center
Academic Paper & Online Testing Policies & Procedures – Updated June 1, 2015

Welcome to the Kapiolani Community College Testing Center. This document has been created to ensure that everyone using the testing center understands our policies and procedures to minimize confusion and stress. If you have any questions, please visit our website at http://www2.hawaii.edu/~kcctest, e-mail us at kcctest@hawaii.edu, or visit us at the Lama Library.

Section 1: Policies for students to take tests for online or face-to-face courses at the testing center:

1. **Photo ID required.** Please present one (1) of the following forms of acceptable ID:
    a. Student ID from any University of Hawaii campus
    b. Driver's License / Driver's Permit (Temporary Hawaii Driver's License/Permit OK)
    c. State ID
    d. Passport (U.S. or Foreign Passport)
    e. I-551 U.S. Permanent Residence Card
    f. I-765 U.S. Employment Authorization Card
    g. U.S. Military ID

    Other forms of identification not listed here, such as COSTCO cards – are not acceptable.

    Students who check-in without a picture ID are generally not permitted to test. There is only one exception to this policy:

    Exception: If you are enrolled in a face-to-face course, your instructor must vouch for you in person at the testing center. Handwritten notes or e-mail messages are not acceptable.

    This option is not available for students enrolled in online classes.

2. **Hours of Operation:** The testing center hours of operation vary from semester to semester. The hours for the current semester and test check-in deadlines are posted on our website at http://www2.hawaii.edu/~kcctest. See Section 2, Paragraph 2 for specific information on check-in deadlines and late arrivals.

3. **Prohibited Items:** The following items are prohibited and may not be used during a test:

    a. Mobile phones
    b. Smart watches
    c. Cameras
    d. Audio recording devices
    e. Pencil cases (only pens / pencils are permitted on the table top)

    Mobile phones, cameras, and video/audio recording devices are prohibited during a test and must be powered OFF. If you keep your phone inside your personal belongings and it makes a sound or vibrates in the testing room that causes a distraction to others, testing center staff will make a verbal announcement in the testing room for the owner to claim responsibility for their device and to silence them to prevent further distractions. *(Continued next page)*

Use of any prohibited items during an active test session (a test that has not been submitted online or with test center staff) will result in confiscation of both the test and items used.

4. **Restricted Items:** Calculators, language translators, textbooks, notes, and/or crib sheets are considered restricted items and may only be used with instructor permission. To ensure test security and the integrity of the exam being administered, testing center staff and student proctors have the authority to inspect any restricted items before allowing its use during a test. Restricted items may also be inspected at other times when necessary.

5. **Unauthorized Use of Restricted Items:** Unauthorized use of items on the restricted list ("cheating") during a test is a violation of the "Academic Dishonesty, Cheating, and Plagiarism" section of the Kapiolani Community College Student Conduct Code (http://www2.hawaii.edu/~kcctest/conduct.html).

   Testing center staff and student proctors will thoroughly investigate all incidents of academic dishonesty. Testing center staff and student proctors also has the authority to remove and/or stop the test from being taken if there is probable cause to suspect that a test taker has used a restricted item. An academic dishonesty report will be filed with the instructor of your course and department chair.

6. **Interference with testing center staff, investigations, or operations prohibited:** No person shall assault, threaten, intimidate or interfere with testing center staff in the performance of their duties, or at any time during the course of an investigation of alleged test misconduct. Any individual who displays any aggressive or disrespectful behavior/language toward any staff member that: a) impedes the delivery of college services ("Testing Services"); b) and/or otherwise negatively impacts the overall learning environment may be denied testing services. An incident report may be filed with your instructor, department chair, and campus security personnel.

7. **Test Time Limits:** It is the students' responsibility to keep track of their own time limits unless the instructor specifies otherwise. A limited supply of digital timers is available for use. If too many students request this service, there may be delays in administering your test. Testing staff will manually set timers and keep track of students' time at the check-in counter. Unfortunately, we are currently unable to give students a 10 or 5 minute warning.

8. **Only test takers are permitted in the testing room:** For safety reasons and courtesy to other test takers, children are not allowed in the testing room. Children under the age of 13 may not be left unattended in the Library for any period of time. Library staff will promptly contact parents of unattended children or notify campus security and/or law enforcement authorities.

9. **Food and drink prohibited:** Food and drink are not allowed in any room designated for testing.

10. **Communication with other students prohibited:** Communicating with or collaborating with other students before, during, or after a test is a violation of academic integrity. The instructor and department chair will be notified and a report will be filed.

11. **DSSO Reader/Scribe Room:** The DSSO/Reader scribe room is reserved for students requiring specific accommodations. Use of the room is controlled and determined by the DSSO office. When the room is in use, all Testing Center policies will be enforced, including proctoring at all times.

12. **UH Systemwide Conduct Code E7.208:** Students who violate provisions outlined in the UH Systemwide conduct code (http://www.kcc.hawaii.edu/object/io_1325817104045.html) will be dealt with according to UH policy and an incident report will be submitted and kept on file. There is zero tolerance for cheating, disruption, or verbal threats or abuse.

13. **Compliance of instructions given by testing center staff required:** Students are required to comply with instructions and requests given by testing center staff.

Section 2: Test day procedures for students to take tests at the testing center

1. **Test check-in and processing:** Students must check-in at the front desk before taking a test. Testing staff will ask to see a photo ID and will ask you questions about the test you're taking (i.e. course name & number, name of instructor, and the test number you are taking). After check-in you will be expected to immediately go into the testing room (Lama 101 or other testing-designated room). The only exception is when students must wait for an available testing seat. If you are not ready to take your test – do not check in!

2. **Test check-in deadlines and late arrivals:** The deadline to check-in to take a course test in the testing center is one (1) hour prior to closing. You (the student) are responsible for adhering to your instructor's deadlines AND testing center hours of operation. The check-in deadline may be much earlier depending on the time limit allowed for your test. Signs indicating the time that you must be checked-in by are clearly posted at the front desk of the testing center. If you arrive late, you will not be permitted to test. We will make absolutely NO exceptions to this policy.

3. **If you are taking a test online:** You should be familiar with Laulima (or other designated course management system) and know how to access your online course and tests on your account, check grades/scores, and access your syllabus BEFORE arriving at the testing center. This will reduce on-site test stress considerably.

4. **Restroom Policy:** Please use the restroom before or after your test. If it is necessary to use the restroom during a test, the student must obtain proctor approval before leaving their seat. However, if an instructor states that restroom breaks are prohibited during a test, the testing center staff and in-room proctors will not grant the restroom break. Please note that frequent restroom breaks may be considered a test irregularity and may be reported to your instructor.

   If any student leaves their seat to go to the restroom without proctor approval, the test will be removed and a test irregularity report will be filed with your instructor.

5. **Do not wait until the last day to take your test!** The testing center can get very busy on a day that coincides with a test deadline. Plan on taking your test as early as possible to prevent test-day complications.