

## Macomb Testing Policy STUDENT

Testing areas are restricted to test-taking activities. You may not access your email or browse the web using our computers. You may not save or share any testing materials electronically or otherwise.

Accessing anything other than your test will result in the termination of your testing session.

Communication of any kind with other test-takers, classmates, or personal associates is forbidden.

If we witness an instance of cheating, your testing session may immediately be terminated. Any evidence or materials will be collected, and you will be asked to leave the testing room. Your testing fee will be forfeited, and you will not be able to test again in the current Selective Admission Academic year.

Once seated for an exam, you must complete it in its entirety. If you are unable to do so, we will secure the exam, return your ID and belongings, and treat the exam as completed. (With the exception of a restroom break see Restroom Breaks paragraph below.)

### PHOTO IDENTIFICATION

Acceptable IDs are: valid driver's license, valid state identification card, current passport, valid military photo ID, current Macomb One Card with photo on it, or current high school photo ID badge (only for current high school students). An image of your ID on your phone is **not** acceptable.

### NO PERSONAL ITEMS ALLOWED

Any items entering any testing area are subject to inspection. You will not be allowed to carry any personal items in the testing area including, but not limited to phones, watches, scarves, bags, backpacks, wallets, sunglasses, textbooks, notes, notebooks, tablets, laptops, etc.

Comfort aid items are listed and limited in specifics in the Classroom Assistance Letter (CAL). Drinks and snacks are subject to inspection and refusal.

### OUTERWEAR

All coats and jackets, and hooded sweatshirts must be stowed prior to entering the testing room.

### HATS OR OTHER HEAD COVERINGS

Students opting to wear headwear of any kind (not limited to these examples: wigs, hair extensions, religious/cultural/traditional headwear) while taking an exam, understand that they **MUST NOT** remove the headwear once they have started testing. Headwear that obstructs the proctor from monitoring students while administering exams is subject to inspection. Ears are subject to inspection regardless of headwear being worn.

If we observe the headwear being removed or repeatedly adjusted during the test, the testing session is immediately terminated, and you will be asked to leave the testing room. Your testing fee will be forfeited, and you will not be able to test again in the current Selective Admission Academic year.

## ELECTRONIC DEVICES

None of the following are allowed in any testing area (including but not limited to):

Phones, laptops, tablets, music players, headphones/ear buds/air pods, recording devices, electronic storage devices, translators, watches, fitness trackers, smart pens, Echo Loop ring (that summons Alexa), sunglasses of any kind or Google glasses, etc. You will be asked to expose your ears so we can see no earpieces are worn.

## REFERENCE MATERIALS OR PAPERS OF ANY KIND

Textbooks, notes, pamphlets, translators, etc. are not allowed in any testing room.

## VISITORS OR CHILDREN

Visitors are not permitted in any testing area while you are testing. Children are not allowed in any testing area. Proper supervision of young children should be arranged off-site prior to testing.

## CALCULATORS

Calculators are provided as part of the online testing environment. You may not bring your own calculator to the testing room.

## SECURITY CAMERAS

Testing areas may be monitored by security cameras as well as human proctors.

## RESTROOM BREAKS

Students will not leave the testing area without first notifying testing staff that they require a restroom break. The time the student leaves and returns will be noted. The time that you are gone on a restroom break will be included in the allotted testing time; you will not add the amount of time you were gone to the total testing time. You will not bring anything back into the testing area. Personal items may not be accessed during a restroom break. Communication with anyone other than testing proctors is not permitted.