

RULES FOR EXAMS IN THE EXCEL LANGUAGES CENTER (LC)

*Student(s) must have instructor approval to take tests/quizzes in the LC and schedule an appointment (via Starfish) to have test proctored.

*Instructors can drop off exam/quiz/test in Dwire 270 or email it to the LC Director.

- **Sign-in** to the computer (by entrance).
- Show your **photo ID and Starfish appointment confirmation** to LC staff. *if you have not made a Starfish appointment in advance, the LC staff can assist you.
- **Student may only take ONE exam/test/quiz at a time.**
- Place all your personal items (bag, books, phone, etc) in the designated area. **Only a writing utensil, clear water bottle, LC scratch paper, and your exam/quiz/test is permitted.**
- **DO NOT CONSULT OUTSIDE RESOURCES DURING THE EXAM.** *unless specifically noted on the test by the instructor.
- Breaks are **not allowed** during testing.
- Due to the nature of the LC as a collaborative learning space, **we cannot guarantee a silent or distraction-free testing environment.**
- When you have completed your exam, an LC staff member will return your items.
- Any relevant observations or concerns will be noted and reported to the faculty member.