

# RWU Educational Testing Center Rules and Guidelines

Welcome and thank you for utilizing the RWU Educational Testing Center. This document provides all the information you need to find us, parking location plus Guidelines and Student Responsibilities for the Testing Center.



Roger Williams University College is located at [1 Empire St, Providence RI 02903](#) which is located in the heart of downtown Providence, Rhode Island's capital city, our campus provides modern classrooms, smart-board technology, and several lounges for study and relaxation. The Testing Center is located in room 218.

You may park on the street or use Civic Center Garage located at [165 Washington St, Providence RI 02905](#).

## Test Center Rules and Guidelines

### Student Responsibilities

Candidates taking exams have certain responsibilities. Their conduct must not affect other candidates in the testing room.

- Arrive to scheduled appointment on time and prepared to test.
- Present a valid photo ID upon arriving to test.
- Store all personal items in a provided secured area or keep outside Test Center, such as candidate's vehicle.
- Unless an exam sponsor states otherwise, candidates must answer the exam questions without the help of reference materials or other people. Candidates are forbidden from writing or otherwise recording questions and removing them from the test center.
- You will be admitted into the test room and assigned a testing station with a computer, mouse, and keyboard. The Testing Center Proctor will log you into the testing station, and you will be ready to start the exam.
- Breaks are permitted during the exam; however, the exam will not be stopped during the break and the exam time will continue the count-down and cannot be made up.

### Allowed items only

Store all personal items in a provided secured area or keep outside Test Center, such as candidate's vehicle. If you are unable to store belongings in vehicle, a secure area will be provided to store any belongings that are not permitted into the Testing Center. The items listed below are the only items that are permitted into the Testing Center.

- ID
- Keys
- Turned-off cell phone
- Own pencils

## RWU Educational Testing Center Rules and Guidelines

- Approved testing materials

### Prohibited Items and Examinee Conduct in the Test Center

- Weapons are not allowed in the testing center.
- Unauthorized personal items may not be brought into the test room. Such items include, but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, study materials, watches, cell phones, electronic devices of any kind, or wearable technology.
- Written notes, published materials and other testing aids are strictly prohibited, except where allowed by your test sponsor. Test center staff will refer to the applicable Client Practices for allowances.
- All materials issued by the testing center must be returned to the conclusion of testing. Used scratch paper must be returned before new scratch paper will be issued by the testing center administrator during your exam
- Talking to other candidates in the test room, referring to their screens, testing materials or written notes is strictly prohibited.

### Misconduct

#### Examples of Misconduct

- Giving or receiving assistance of any kind.
- Using any prohibited aids.
- Attempting to take a test for someone else.
- Failing to follow test regulations or instructions of the Proctor.
- Causing a disturbance of any kind.
- Removing, or attempting to remove, test questions and/or responses (in any format) or notes about the test from the testing room.
- Attempting to remove scratch paper or note boards from the testing center.
- Tampering with the operation of the computer, or attempting to use it for any function other than taking the test.

### COVID-19 Guidelines

Everyone, regardless of vaccination status, is required to wear a mask/face covering over both their nose and mouth at all times when on campus, except when eating or drinking.