

Michigan Tech Testing Center Pre-Test Agreement

I understand that the use of the Michigan Tech Testing Center has the following conditions:

- I will be continuously monitored during my appointment.
- I consent to video and audio recording of my exam session and to the examination of the video and/or audio recording of my exam session.
- I will follow the instructions of the proctor, represent myself honestly, and conduct myself quietly to avoid interfering with the performance of other examinees.
- I will only use authorized electronic devices.
- I will not open software programs on the computer provided by the Testing Center unless instructed to do so by the proctor.
- I will neither give nor receive any form of unauthorized assistance during the examination or during any breaks.
- Any suspicion of academic dishonesty will be reported to my instructor and to Academic and Community Conduct.
- I will not bring into the testing room any unauthorized items such as, but not limited to, food, drinks, purses, briefcases, backpacks, cell phones, pagers, watches,

notes, notepads, photographic equipment, or any other electronic devices.

- All cell phones must be turned OFF before being stored in a locker.
- If I have questions or concerns while I am testing, I will quietly approach the Testing Center desk and speak to a staff member or proctor without disrupting other testers.
- I will report all problems related to the Testing Center, proctor, or computer delivery of the exam to the Testing Center staff or proctor immediately.
- I will allow Testing Center staff 30 minutes to resolve any technical problems that may arise (including power failure). During which time all possible attempts will be made to contact my instructor or resolve the issue.
- I will remain in the Testing Center and may leave only with the permission of the proctor to use the restroom facilities that are closest to the Testing Center. I will not leave the building.
- I will not access a phone or my personal belongings, except in the case of an emergency. Under such circumstances, I will notify the proctor before accessing a phone or my personal belongings.
- I will return all materials, including exam, exam booklet, scratch paper and locker key, provided to me

by the proctor when I have completed my examination, when requested by the proctor and before I leave the Testing Center.

Printed name:

Signature of examinee:

Date:

Note: Terms and conditions based on those from the Association of Legal Assistants Paralegals
Revised May 2018