University of Illinois Springfield
Testing Services Policies

Testing Services Mission Statement

The University of Illinois at Springfield Testing Services is dedicated to enhancing student and community learning by providing comprehensive, accessible testing and assessment services in a secure environment. Testing Services is committed to maintaining the highest level of compliance with nationally recognized testing standards and practices, safeguarding confidentiality of records, and creating an optimal testing environment in order to meet the increasing needs of UIS students, faculty, administrators, and community.

Students must bring:

- Valid form of identification: Government-issued photo ID (driver’s license, passport, state or federal ID, military ID, or Student ID card)
- Referral or written proof of eligibility to complete the test, if required
- Permitted testing aides: Items approved in advance by the instructor

General Information

- All examinees must arrive at the Testing Services lab on time. Testing Services personnel have the discretion to deny access to latecomers. Failure to appear forfeits the test registration fee.
- Cell phones are strictly prohibited inside the testing room. Cell phones must be turned off in backpacks or purses and may not be accessed during exam periods. Any examinee found using a cell phone, including the phone ringing or vibrating, may be dismissed and may be reported to the instructor who teaches the class.
- Possession of any other electronic or recording device is also prohibited, including but not limited to photographic, recording, or communication devices.
- Any aids not authorized by the instructor are prohibited inside the testing lab.
- Students must adhere to all policies set forth by the UIS Academic Integrity Policy. Violations of the Academic Integrity Policy or any Testing Services Policy will be reported.
- If an examinee is caught cheating on an exam, documentation will be collected, the faculty member will be contacted, and the student will be asked to leave the Testing Services lab.
- Students with disabilities who need special accommodations must request these while registering for the exam.
- Upon arriving at the Testing Services lab, examinee will sign in at the front desk.
- All examinees must show a valid photo ID.
- Currently all belongings will be stored in the Testing Services office.
- Belongings will eventually be stored in a locker outside the Testing Services lab.
  - A key will be provided for the locker and may be brought inside the testing lab.
- Examinee may not leave the testing lab during the test.
- Unauthorized possession or reproduction of test content is in violation of UIS policy, specific testing policies, and federal copyright laws.
- Unauthorized discussion or reconstruction of content from memory, or disclosure of any testing or certification materials, is in violation of UIS policies, specific testing policies, and federal copyright laws.
• Failure to comply with testing policies may result in the invalidation of examination results, exclusion from future examinations, revocation of certification, or any sanction deemed appropriate, up to and including expulsion from the University.
• Any clothing such as sweaters, coats, or sweatshirts worn into the testing lab must be worn at all times while testing or placed in the office, on the coat rack provided, or eventually within the provided locker.
• Shoes must be worn at all times.
• Examinee must conduct him/herself in a courteous manner at all times when in the Testing Services lab.
• Weapons of any kind are prohibited.
• All materials issued to examinee must be returned at the conclusion of the exam. This includes scratch paper, pencils, and tissues. (Tissues must be discarded in view of the Testing Services staff.)

Items Prohibited in the Testing Services lab

• Recording devices
• Photographic equipment
• Smart watches
• Reference material and/or textbook unless permitted by the instructor
• Study material
• Cellular telephones
• Earbuds or earphones (unless provided by the Testing Services Center staff)
• PDAs (Personal Digital Assistants)
• Flash or thumb drives
• Purses
• Wallets
• Pagers
• Hats and other head coverings, except those for religious purposes
• Coats and outerwear
• Bags
• Tissues not provided by the Testing Services personnel
• Food and beverages
• Medicine
• Any type of tobacco products
• Any type of liquor products
• E-cigarettes
• Children are not permitted in the lab
• Family, friends, and all others must wait outside of the test lab
• Any other product or item determined by the staff to be of a disturbance to other testers or a threat to the security of the examination

Violating any policy or possessing any prohibited item inside Testing Services is grounds for immediate dismissal from Testing Services. The class instructor will be notified of any violation.

Sharon L. Mather
Coordinator of Testing Services