

Doña Ana Community College: General Testing Center Rules

The DACC Testing Center is committed to creating a positive atmosphere where students, faculty, and staff feel comfortable and confident that they will receive services in a professional manner and in a relaxed environment.

To maintain the integrity and security of the testing environment, children are not permitted to accompany students into the testing room. Additionally, unattended children are not allowed in any campus location.

Before the Exam

- Arrive on time. Arrival after 15 mins from scheduled start of exam will need to be rescheduled in accordance with the instructor
- Bring approved photo ID (school or government-issued)-Testers will not be allow to test without a valid ID.
- If testing for the Nursing ATI, be sure to know your username and password
- Complete any required practice or orientation tests beforehand
- All accommodations must be approved in advance through the SAS department or agency providing the exam (extended time, private rooms, etc.)
- Any adjustments or exceptions made to this policy for disability accommodation will be addressed by the Student Accessibility Office (SAS), who will confer with the Testing Center (TC) well in advance of the exam.

Personal Belongings Not Allowed into the Testing Room (Items will be stored in a locker or designated area)

- Cell phones, smartwatches, fitness trackers
- Bags, backpacks, purses
- Books, notes, papers
- Earbuds and/or headphones: these will be provided by the Testing Center
- Hats and hoodies may be subject to inspection
- Food and/or drinks (unless previously approved). Bottled water is allowed
- No smart glasses. Glasses may be subject to inspection

Items Available upon request

- Noise-cancelling headphones or earplugs
- Scratch paper and pencil
- Calculators per approval of Instructor

During the Exam

- No talking or communication with other testers
- No leaving the room unless permitted

- No copying, photographing, or sharing of exam content
- Follow all proctor instructions
- When possible, proctors will be proactive in walking and observing the testing area while not being a distraction
- When needing assistance, a hand should be raised and/or it is okay to walk directly over to the proctor (technical issues, restroom breaks)
- Tests will be collected once allocated time has been reached. And at closing time-regardless of time on the test that is remaining.

In the event that any testing infractions occur, testing staff WILL notify your instructor and /or any other parties. See Academic Integrity:

Academic Integrity (<https://arp.nmsu.edu/chapter-5/5-10.html>)

- **Any incidences of alleged academic misconduct will be reported to the NMSU-DACC Academic Conduct Officer and Faculty member, which may result in one or more of the sanctions listed below per NMSU ARP 5.10**

Level 1 Sanctions: for first-time violations, any form of cheating or misconduct may result in 1 or more of the following:

- 1) Written reprimand issued in coordination with the Academic Conduct Officer, to ensure the student signs the Academic Misconduct Report Form, acknowledging receipt of the warning, and for central documentation;
- 2) Requirement to re-do an academic assignment;
- 3) Imposition of a failing grade on an assignment; or
- 4) Reduction of final grade in course by one letter grade.

For repeat violations and/or serious breaches of academic integrity, the following sanctions may be imposed, following review and determination by the Testing Center Coordinator, Academic Conduct Officer, Admissions Director, and the Vice President of Student Services:

1. Temporary Testing Center Ban:

Prohibition from utilizing any institutional testing centers, including those located at the East Mesa, Espina, Gadsden, and Sunland Park campuses, for the remainder of the semester in which the violation occurred, plus one additional full academic semester.

OR

2. Permanent Testing Center Ban:

Permanent prohibition from utilizing any institutional testing centers, including those located at the East Mesa, Espina, Gadsden, and Sunland Park campuses.