

# UVU Nursing Testing Center (NTC)

## Student Guidelines

**For any questions regarding the NTC, please contact:**

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The UVU Nursing Testing Center (NTC) has developed the following guidelines for students to ensure that our services are provided in a secure, confidential and efficient manner. Please carefully read the student guidelines:

**To Take a Test:**

1. Bring your Student ID card or a government-issued ID card (with first, last name and picture) and show it to the proctor.
2. All bags, backpacks, cell phones (turned on silent mode), smart watches (turned on silent), and other belongings should be placed in the back cubby as instructed by the proctor before you begin the test. You may not bring any food or drinks into the room.
3. You may use materials necessary for your test (scratch paper, calculators, etc.) as authorized by your instructor. You will not be able to use any materials that your instructor did not authorize. You will also not be allowed to leave the room to get anything you have forgotten once you begin your test. Once you have completed your exam, all scratch paper must be given to the Testing Center proctor.
4. Please respect others and remain quiet during the examination. If you have any problems or technical difficulties, raise your hand and the proctor will check on you.
5. You may NOT take a break once you have started your exam. If an emergent situation arises, you must notify the proctor, end your exam, and then contact your instructor for follow-up directions.
6. Give yourself plenty of time to take your test. Be aware of NTC opening and closing times on the date you choose to test. The NTC will close promptly at the specified time and all tests will be submitted and computers will be shut off. Students who have not completed their tests will still be required to submit the test at closing. It is uncommon, but there is a possibility, that you may have to wait to take your exam if all available computers are in use.
7. Once you have completed your test, log off the computer, gather your belongings from the table, and check out with the proctor. If you have any questions or concerns regarding the test or test content, please contact your instructor.

### **Electronic Devices**

Before entering the testing room, put all electronic devices in your backpack, briefcase, etc., including cell phones and smart watches. These devices must be turned off or silenced. Any use of an electronic device during testing or while in the testing center is strictly prohibited. If you need to call or text during the test due to an emergency situation, you must check with the proctor first and then take a break outside the room. If your phone rings out loud while you are taking the test, you will be asked to leave without completing your test.

### **Duo Authentication**

If you need your cell phone to log in to Canvas using Duo, please explain this to the test proctor, log in first to Canvas, and then put all your belongings in the back of the room.

## **Academic Dishonesty**

For purposes of the Testing Center, we consider the following to be academically dishonest:

- Copying from another person's work during an examination
- Allowing someone to copy from you during an examination
- Using unauthorized materials or resources during an examination
- Taking an examination for another person or permitting another person to take an exam for you
- Providing another student with answers to an exam, either in or outside of the testing center
- Accepting answers to an exam from another student, either in or outside of the testing center
- Removing or attempting to remove a test, its answers, or any portion thereof from the NTC

Consistent with the expectations of the University Honor Code, individuals caught engaging in any of the above-described behaviors will be asked to immediately leave the Testing Center, then referred to the Honor Code Office and to their instructor for appropriate disciplinary action.