



## BSC Testing Center – Student Agreement Form

- All individuals must present a photo ID to take any test/assessment at the BSC Testing Center.
- No cell phones or other electronic devices will be allowed in the Testing Center.
- Students will leave all personal belongings (including cell phones) secured in a locker prior to entering the Testing Center.
- No books, notes, or other materials will be allowed in the Testing Center (unless authorized by the instructor).
- No food, drinks, or tobacco products are allowed in the Testing Center.
- Students should arrive at the testing center early enough to allow them to finish the test within 15 minutes prior to closing.
- Students that arrive to take a test where the allotted time to complete the test may exceed the allotted time remaining before the BSC Testing Center closes must sign a [Testing Termination Agreement Form](#).
- Students who are still testing at the time of closing will be required to submit or exit their test.
- No talking or other disturbances are allowed in the Testing Center.
- No visitors are allowed in the Testing Center (including children).
- Students may not keep or make copies of the test/assessment and may not leave the Testing Center until they are finished with the test/assessment unless closely supervised.
- If a student has purchased an e-book as the course textbook, it is the student's responsibility to bring all or part of the e-book in printed form if the exam is "open book" and said materials must adhere to the instructor's guidelines.
- Any student who feels he or she may need testing accommodations based on the impact of a disability should contact the disability services office privately to discuss specific needs. Please contact Student Support Services at (304) 327-4098 to establish eligibility and to coordinate reasonable accommodations. For additional information, please click [here](#).
- **For campus safety and integrity of the testing services, the BSC Testing Center in the Ned Shott Physical Education Building is under a 24-hour video surveillance. Additionally, all students taking a test online in the Testing Center will have their computer screen recorded during testing.**
- The BSC Testing Center strictly adheres to the college's Honor Code:  
*"Bluefield State College will not tolerate any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college, forgery, or alteration of documents or instruments of identification with intent to defraud. All students are expected to adhere to the Honor Code and may be required to sign a pledge on their work such as: 'On my honor, I have neither given nor received unauthorized aid on this assignment.'"*

I agree to the above BSC Testing Center guidelines and am in full agreement to follow all procedures. If I am in violation of the above guidelines, it will be reported to the Testing Center Coordinator for further action.

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Course Exam: \_\_\_\_\_