



# TESTING CENTER

Office of Student Life

## Testing Center Policies

Testing Center policies are as follows:

- All examinees are required to present a current government issued photo identification prior to testing.
  - If an individual does not have identification, the exam will not be administered.
  - Students, who are taking the CLEP exam, must present a form of ID prior to testing. Please refer to the link provided to determine acceptable identification: [CLEP Exam Day Information](#).
- Examinees must be on time.
- Any examinee caught cheating will be asked to leave and the Instructor and Dean of Students will be notified. The term "cheating" includes, but is not limited to: a. Use of any unauthorized assistance in taking quizzes, tests, or examinations; b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or c. The acquisition, without permission, of tests, instructor text books, or other academic
- material belonging to a member of ASU-Beebe faculty or staff.
- Turn off or silence cell phone before entering the testing room.
- All non-medical items are prohibited in the testing room. Unless you have written notification from an instructor or accommodations approval from the Disabilities Coordinator, please leave items in your vehicle or leave them with the Testing Center staff before beginning your test.
- To obtain a copy of Accuplacer scores, contact the Registrar's Office, or complete this form: [Records Request Form](#). The Testing Coordinator will not release Accuplacer score reports to examinees.
- The Testing Center Staff is not responsible for lost or stolen articles left in the testing room.
- In the event of inclement weather that may make travel on roads hazardous, examinees are advised to check ASU-Beebe's homepage or tune in to the following media stations for early notifications: Searcy's KWCK (99.9), KSMD (99.1), KEAZ (100.7); Batesville's KWOZ (103.3); and TV Channels 4, 7, or 11.