



## NORFOLK TESTING CENTER GUIDELINES

### No food or drinks are allowed in the Norfolk Testing Center

- You must present a valid photo ID to take any test.
- You must know your Student ID number.
- You must know your course title, course number, exam name/number and instructor's last name.
- Only authorized test materials are allowed in the testing center (no personal items)
- Electronic devices are prohibited and are to be left in your car or at home (cell phones, beepers, iPods, etc.).
- No skateboards or inline skates are allowed in the Testing Center.
- Headgear of any kind – on males and females - must be removed, with the exception of religious garments (NOTE: “Hooded” garments may be worn in the center with the hood off the head).
- Testing Center does not provide scantrons or lined paper.
- Please allow sufficient time to complete your test.
- No make-up exams are administered during Finals Exams.
- Only persons taking a test will be allowed in the Testing Center.  
(No parents, friends, or children)
- Online and/or hybrid students must know the navigation steps needed to access the online exam being taken.
- If you come in to take a make-up exam, please contact your instructor to verify the test is available and has been sent to the Testing Center.
- Remember “QUIET PLEASE”

### Roper Building - Room 1402

#### Hours of Operation

Monday –Thursday	8:30 am - 9:00 pm
Friday	8:30 am - 5:00 pm
Saturday	9:00 am - 1:00 pm

- *You must arrive at least 2 hours prior to closing time to take exams.*
- *You must arrive at least 3 hours prior to closing time to take placement exams.*