



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

- **You must present a valid photo ID to take any test**
- **Know your Student ID number**
- **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)**
- **All electronic devices are prohibited (cell phones, beepers, iPods, etc.) are to be left at home or in your car**
- **No skateboards or inline skates are allowed in the Testing Center**
- **Headgear of any kind, for males and females, must be removed, with the exception of religious garments (NOTE: "Hooded" type 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**
- **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 exam online**
- **If you are coming to take a make-up exam, please contact your instructor to verify test availability.**
- **Remember "QUIET PLEASE"**

Roper Bldg. Room 4102

Hours of operation:

Monday – Thursday 8:30am – 9:00pm

Friday 8:30am – 5:00pm

Saturday 9:00am – 1:00pm

We will not administer a test within 30 minutes of close.

Revised 10/09