

Testing Center Policies FUPE EXAMS

1. **A valid, government-issued photo ID is required.** This can be a driver's license, passport, state ID, or military ID.
2. **All personal belongings must be placed in a locker out in the hall. The following items are not permitted in the testing room:**
 - a. Purses/ book bags/ briefcases
 - b. Hats
 - c. Food
 - d. **Cell phones, pagers, iPods, PDAs, Bluetooth headsets and other electronic devices**
3. **Children are not allowed in the Student Learning Center.**
4. **Please allow adequate time to check in** and receive instructions for your exam.
5. **Communication with others in the testing room is prohibited.**
6. **All computer activity is monitored.** Accessing any outside resources during your testing session may result in the termination of your exam. Any such activity will be reported.
7. **Going in and out of the testing room for breaks is not allowed.** Please use the restroom before you enter the testing room and begin your exam.
8. **All scrap paper must be turned in to the proctor once your testing session has ended.**
9. Come prepared for and give enough time to complete your exam prior to the Student Learning Center closing. **All tests will be terminated at closing time regardless of time remaining.**
10. **Items left in the testing room will be placed in a lost and found drawer.** You may call to make sure we have the item before coming here to pick it up.
11. **Failing a FUPE exam prohibits you from retaking the same exam for 6 months.**
12. **Results may take up to 3 weeks to be evaluated and reported.**
13. **If you have questions during your exam** please exit the testing room and speak to an available proctor.
14. **When you are finished with your exam, return this sheet to the proctor on duty.**
15. **Failure to comply with these policies or Franklin University policies may result in the termination of your exam.**