

What you need?

An active Fresno State student ID card is 100% necessary to test at the BTC. If you do not have one, you may go to the Bulldog Card Office RM 156 in Joyal to acquire one. Replacement cards may be purchased for \$10 with cash, check, or credit card. If you do not have an active Fresno State STUDENT ID, we cannot allow you to take a test in the Bulldog Testing Center.

Testing materials?

If your professor specified that you are allowed to use testing aids, then you may have additional materials with you during your exam. This may include, but is not limited to: Open Notes, Open Book, 5"x8" Notecards, Scientific or Programmable Calculator, and/or a Dictionary. Standard testing materials include 3 pencils (mechanical or acoustic) for Scantron exams, and blue/black pens for written and Blue Book based exams. We are able to supply writing utensils (pencils and scratch paper). Simply raise your hand and BTC staff will provide you with the needed supply.

Scantron/Blue book needed?

Your professor will specify if a Scantron and/or Blue Book are required. If your instructor indicated the need for one of these items, students must provide their own.

How to Schedule?

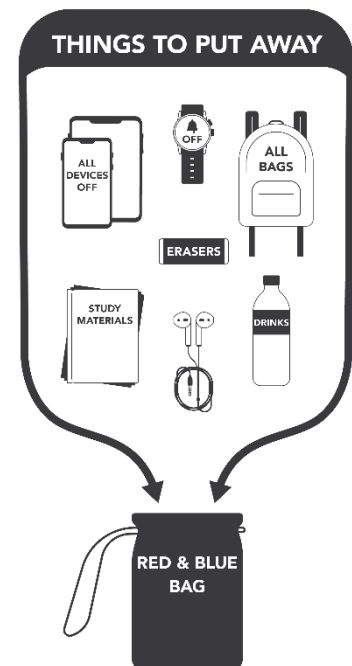
Most early/make-up and full class exams can be taken on a first come first served walk-in basis. Exams are set-up by instructor only. Your professor will tell you what day(s) you may test. Please plan accordingly to avoid busy times to maximize your allowed testing time. The BTC has a pencils down policy at 4:30pm during the regular semester and 3:00 during the summer semester. For computer based exams you may visit our website, and click "Register Blast" under the Student tab.

Before Entering the BTC.

Know your professor's last name, course, and have your active Student ID out and ready to be scanned. Before entering for check-in please place all personal belongings off and inside a BTC bag.

Things to note.

- All electronic devices must be off including watches and phones.
- No Block or Push Erasers.
- Calculator covers must be off and in your bag.
- Any billed headwear must be turned back.
- No restroom breaks are permitted, please plan accordingly.
- Sunglasses or tinted lenses may not be worn unless prescribed.
- You may not have writing on your person.



1. Hoods, hoodies, hooded sweatshirts, and sunglasses cannot be worn during a test. Any headwear with a bill must either be taken off or worn with the bill to your back. Exceptions will only be granted for religious purposes.
2. All unworn clothing must be placed in a bag.
3. Skateboards, kinesiology pipes, and other large items must be placed at the front of the testing room as directed by BTC staff.
4. Absolutely no talking while in the testing room unless with BTC staff. Disrespectful language and profanity will not be tolerated and testers will be immediately dismissed.
5. Any writing on your person may be considered an act of cheating. Please remove all writing from your person before check-in.
6. All electronic devices must be powered off before entering the test room. If any electronic device makes any type of noise (including vibrations), the student will not be allowed to continue examination.
7. All personal belongings including but not limited to; phones/electronics, keys, wallets, change, cards, food, candy, pencil pouches, push/block erasers, unworn clothing, non-prescription glasses, watches/wrist bands, and additional un-allowed items be placed in a BTC bag.
8. All rules, policies, and consequences apply to every exam offered by the BTC. As a result no refunds or new attempts will be granted for paid exams. This includes; full-class, early/make-up, department, US Constitution, UDWE, CRT, ALEKS.

NOTE: In extreme cases and if deemed necessary by BTC staff and its regulating members; any rule, violation, procedure, and/or consequence can be modified as required.

GENERAL RULE VIOLATION

What is considered a rule violation?

- A general and intentional disregard for any campus or BTC department policies/rules.
- 1st & 2nd Offense** - A student's exam will be terminated. Student will be banned from making/retaking that particular exam at the BTC.
- 3rd Offense** - Student will be banned from taking exams at the BTC for the remainder of the semester.
- 4th Offense** - Student will be permanently banned from testing for any future course at the BTC.

ELECTRONIC DEVICE VIOLATION

- 1st Time Violation** - Exams that are not completed will be returned to instructor. If the instructor wishes, the student may retake or continue that same exam.
- 2nd Violation and On** - The student will not be able to retake that exam at the BTC.

Note: With confirmation from BTC staff, mass emergency notifications will not result in violation of policy. Notifications may include; presidential, amber alerts, etc.

CHEATING VIOLATION

What is Considered Cheating?

- Any writing found on a student or their property.
 - Intentional use of unauthorized materials.
 - Receiving or giving aid to another student.
 - Creating a situation where a student receives or utilizes an unfair testing advantage.
- 1st Offense** - A student will be banned from taking/retaking that particular exam at the BTC.
- 2nd Offense** - A student will be banned from taking exams at the BTC for the remainder of the semester.
- 3rd Offense** - A student will be permanently banned from the BTC.

Note: BTC staff do not confirm any act of cheating. A tester's exam will be terminated if they are caught cheating. Exam creators have the sole responsibility of confirming all proposed acts of cheating. Upon confirmation, BTC staff will submit all acts of cheating to Student Conduct.

Open Notes- You may have unlimited notes written or typed available to you during your exam. Once testing has finished you do not have to submit your notes with the exam. Open notes does not include books, pamphlets, or single sheet books.

Open Books- You may have your course book available to you during your exam. Books may not have independent sheets of paper or sticky notes attached. All books will be examined before testing begins.

Dictionaries- You may have one dictionary available to you during your exam. No electronic dictionaries will be accepted. Dictionaries may not have independent sheets of paper or sticky notes attached. All dictionaries will be examined before testing begins.

5"x8" Note Cards- You may have a set amount of note cards available to you during your exam. Note cards must be on cardstock and may not be on printer paper. Notes may not be printed on any paper or have sticky notes attached to them. Note Cards must be turned in at the end of your exam and will not be returned to you, please plan accordingly. Note Cards that are smaller than 5"x8" may be used after approval from BTC staff. This includes the attachment of a "Note Card Modifier" card provided by staff.

Non-Programmable Calculators- Only one scientific or basic calculator may be used during your exam. There cannot be any writing on any surface of the calculator and the cover must be put in your bag. All calculators will be examined before testing begins.

Programmable Calculators- Only one programmable, scientific, or basic calculator may be used during your exam. There cannot be any writing on any surface of the calculator and the cover must be put in your bag. All calculators will be examined before testing begins.

Blue Books- Blank Blue Books of any size will be accepted for testing. If a specific size of Blue Book is required for the exam, your professor will notify you of this requirement. Please plan accordingly, as Blue Books are not available for purchase in the BTC. All Blue Books will be examined before testing begins.

Scratch Paper- You may have unlimited sheets of OUR scratch paper available to you during your exam. While testing raise your hand and one sheet will be given to you at a time. Please use both front and back sides of each sheet before asking for more. Scratch paper must be turned in at the end of your exam and will not be returned to you. Please note that scratch paper will not be returned to you or your instructor.

Open Notes, Note Cards, and Scratch Paper

If necessary, any materials stapled to your exam/cover sheet will be returned to your instructor. You will not be reminded to do so, and we cannot attach anything to your exam after your submittal. All free floating materials will be assumed unnecessary and securely shredded immediately after collection.

Bulldog Testing Center (BTC) Department

General full classroom exams, makeup/early exams, department, UDWE, CRT, ALEKS, US Constitution

Contact Info

Phone - 559 278 2229 Email - TestCenters@CSUFresno.edu

Website - FresnoState.edu/academics/BulldogTestingCenter

Student Hours of Operation

Regular Semester 8:30-4:30 (4:30 Pencils Down)

Summer Semester 7:30-3:00 (3:00 Pencils Down)

Department Offices

University Center (UC) RM 201 - Walk-in

Full Class, Early/Make-up, US Constitution, & CRT Exams

Family Food Science (FFS) RM 210 - Appointment only

ALEKS, Computer Based Exams, & UDWE

BTC Website**Register Blast**

NOTE: The Bulldog Testing Center Department is in no way related to Services for Students with Disabilities (SSD), or Professional Examination Services (PES).

Services for Students with Disabilities (SSD) Department [NOT A BTC DEPARTMENT OFFICE]

A resource for students with disabilities that may require accommodation(s).

Contact Info

Phone - 559 278 2811 Email - SSDStaff@CSUFresno.edu

Website - FresnoState.edu/SSD

Department Office

Henry Madden Library (HML) RM 1202

Professional Examination Services (PES) Department [NOT A BTC DEPARTMENT OFFICE]

Exam certifications for continuing education and off-campus exams.

Contact Info

Phone - 559 278 2457 Email - TestingServices@CSUFresno.edu

Website - FresnoState.edu/Examination

Department Office

Family Food Science (FFS) RM 110 - Appointment only

CLEP, GRE, PRAXIS, TOEFL, TEAS, ISO Quality, Castle, Kryterion, DSST, Comira