

**What you need?**

A student ID 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 a 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 the exam, which may include, but are not limited to: Open notes, Open book, 5x8 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. Students must provide their own, as we do not have either of these items in the Bulldog Testing Center.

**How to Schedule?**

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 and to maximize your allowed testing time, as the BTC has a pencils down policy at 4:30pm.

**Before Entering the BTC.**

Know your professor's last name, course, and have your active Student ID out and ready to be scanned.

**Things to note.**

No food or un-sealable drinks in the testing room.

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 head wear that has the possibility of covering eyes must be turned back.

No restroom breaks are permitted, please plan accordingly.

Sunglasses or tinted lenses may not be worn while testing.

You may not have writing on your person.

1. Hoodies, 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 exam.
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.

### GENERAL RULE VIOLATION

What is considered a rule violation?

- A general and intentional disregard for any campus or office policies/rules.

#### Full Classroom/ Makeup Exams

##### 1<sup>st</sup> & 2<sup>nd</sup> offense

A student's exam will be terminated. Student will be banned from making/retaking that particular exam at the BTC.

##### 3<sup>rd</sup> offense

Student will be banned from taking exams at the BTC for the remainder of the semester.

##### 4<sup>th</sup> offense

Student will be permanently banned from testing for any future course at the BTC.

### ELECTRONIC DEVICE VIOLATION

#### Full Classroom/ Makeup Exams

##### 1<sup>st</sup> 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.

##### 2<sup>nd</sup> Violation and on

The student will not be able to retake that exam at the BTC.

### 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.

#### Full Classroom/ Makeup Exams

A student's exam will be terminated if he/she is caught cheating.

##### 1<sup>st</sup> & 2<sup>nd</sup> offense

A student will be banned from taking/retaking that particular exam at the BTC.

##### 3<sup>rd</sup> offense

A student will be banned from taking exams at the BTC for the remainder of the semester.

##### 4<sup>th</sup> offense

A student will be permanently banned from the BTC.

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

Any questions or concerns should be inquired through phone email or in person in FFS 210.

(559 278 4137 or TestCenters@csufresno.edu)

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**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 turn your notes in with exam. Open notes does not include open 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.

**5x8 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.

**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 and you will need to plan accordingly, as they are not available 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 immediately securely shredded.