



Be Ready...

Help us keep the line moving!

Before Checking In:

- Use the restroom (no restroom breaks are allowed after check-in)
- Grab a red bag to stow all non-allowed personal items (in bin at front of line)
- Have your Fresno State ID card out and ready (other ID is NOT sufficient)
- Turn your phones off (not silent, OFF and stowed in the red bag)
- Know the course name, section and instructor for the exam you are taking

Allowed in Hand:

- **Your Fresno State ID card, out and ready (other ID is NOT sufficient)**
- Pen and/or pencil
- **If your instructor allowed:** approved calculator, approved note cards (5x8 index cards; handwritten only; will be collected at end of exam), blue book with no writing or markings

What Goes in the Red Bag? All personal and non-approved items, including:

- All electronic or recording equipment, including phones (turned OFF)
- Books, papers
- Calculator covers
- Hats, hoods, sunglasses, or other items that may interfere with proctor's ability to see where you are looking
- Noisy jewelry
- Purses, wallets
- Push or block erasers (one will be provided upon request)
- Watches
- **Note:** skate boards, kinesiology pipes or other large items can be placed at the front of the room

At Check-in:

- Present your Fresno State ID card
- Show your hands (palms) to the attendant
- You may be asked to provide items to staff for closer examination, if needed
- Let attendant know what exam you are taking
- You will be told how much time your instructor has allowed for your exam
- You will be provided a scantron form, if applicable (no cost)

IMPORTANT:

Proctors and staff are responsible for safeguarding all aspects of test security and maintaining the best possible conditions for testing (e.g. quietness, no disturbances, comfortable testing). All public and testing areas in the Test Centers are video recorded.

Disruptive or inappropriate behavior violates the student conduct code and is addressed accordingly (up to and including reporting to appropriate university administration and/or immediate dismissal from exam).