

# TEST CENTER GUIDELINES

## Winnetka Campus

### Room 309

- The Test Center hours are **7:30 a.m. – 4:20 p.m.** The Test Center is closed during adviser period. All tests must be completed by 4:20 p.m. – no exceptions.
- Students must sign in and present a NT school ID.
- **Loose papers/books/pencil cases/any item not permitted during test must be placed in backpack.** Backpacks will be stored in a designated area.
- **PHONES and WEARABLE TECHNOLOGY are NOT PERMITTED** during testing. These must be stored in designated pockets provided in the Testing Center.
- Students should familiarize themselves with specific examples of academic dishonesty as set forth in the *Calendar and Guidebook*. According to the *Calendar and Guidebook* under Academic Integrity, “Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.” All situations described under Academic Integrity are applicable in the Test Center. **Test Center personnel will report all instances of academic dishonesty to Adviser Chairs.**
- Students may **not come to the Test Center during an assigned class period** unless referred directly by the teacher.
- Full period assessments will be distributed during **the first 5 minutes of each period.** For shorter assessments, students must arrive with **at least 20 minutes left in the period.**
- **Students must be seated at a desk.** If all desks are occupied, the student will be asked to return another period.
- **Eating and/or drinking are not allowed** in the Test Center.
- **Special instructions such as time limits, use of calculators, notes, etc. must be indicated by teachers on the test.** If a test is to be taken in parts, the teacher needs to divide the test beforehand. Students will not be permitted to deviate from instructions provided by the teacher.
- Once a test has begun, **students may not leave the room unless the test is turned in** to Test Center personnel. If a student leaves the room prior to completing a test, the test will be returned to the teacher.
- **All tests must be turned in at the end of each period.** No late passes will be issued.
- **Tests can only be released to teachers/staff,** never to a student.
- If a special circumstance arises, please contact Mr. Janken – [jankenr@nth.net](mailto:jankenr@nth.net).