

Academic Resource Center: Testing

Student Testing Procedures

Testing Policies

- Have ID out and ready.
- Leave book bags and other belongings on the table.
- Turn off cell phone and place inside book bag or phone basket.
- Do not talk during tests.
- Return tests promptly when time is up.

Be Prepared.

Confirm with your instructor that the test has been submitted to Testing. Most teachers will not automatically submit tests/quizzes simply because you missed class. Take the initiative to request the make-up test unless your teacher has specified otherwise.

Plan a time to come to AL208. Note our business hours on the BJU intranet. Remember that our proctors are not able to give out tests within 15 minutes of closing time. Be sure to come with enough time to easily finish your test. You must finish the entire test in one sitting.

Bring your ID card and any other necessary supplies (GradeMaster, #2 pencil, eraser, calculator).

What do I do when I get there?

Show the test proctor your BJU ID card. Ask her for your test by telling her your name (first and last as written on your ID card) and your instructor's name). Provide any other information if requested.

Turn off your cell phone and place it inside your book bag or in the phone basket. Possession of a cell phone while testing will be reported to the faculty member who submitted the test.

Take the test from the proctor. Make sure it is the correct test. Faculty members frequently submit multiple copies of the same test or tests for several different courses. Notify the proctor if you think you may have been given the wrong test.

Ask the proctor if the teacher has provided any special instructions. There may be a time limit, extra materials allowed, or random details like "skip number 4"). You will want to know these details before you begin the test.

Choose a seat. All materials except those specifically required for the test must stay put away. All purses, book bags, textbooks, notes, etc. should be left on the hooks or on the table.

Stay in Testing until you have completed the entire test. If you must leave the room due to an emergency, let the proctor know, and she will write a note to the faculty member who submitted your test.

Return the test to the proctor. Wait for her to take it from you. Do not simply add it to any pile on her desk. She will return the test to your instructor to be graded.