



Office of Learning Resources Testing Room Policies

- It is **your** responsibility to schedule exams, not your professor.
- All exams must be scheduled at **least 3 business days** in advance by using our testing link suadatesting.youcanbook.me or by emailing adatesting@su.edu.
- You must show up to test at the time you scheduled.
- If you are more than 15 minutes late to their scheduled testing time, you could be asked to reschedule.
- Students are **never** permitted to miss interactive class time because they are testing.
- Testing must be scheduled within our office hours. Students wishing to test outside of our normal testing hours will be handled on an individual basis.
- Testing materials such as bluebooks should be provided by the student.
- Exams are administered according to the professor's instructions. No exceptions are made to the instructor's policies or specific exam instructions.

The following items are not permitted inside the testing room and must be left at the front desk:

- Electronic devices, cell phones, smart watches, electric pens, Fit Bits etc.
- Hoodies or jackets
- Beanies or hats
- Food or drink unless otherwise noted on accommodation forms
- Pencil pouches
- Cases to calculators
- Proctors will clear calculator history before students go back to test

The Honor Code will be respected at all times. If students are seen with any of the non-permitted items inside the testing room (especially electronics of any kind) their test will be stopped immediately and the professor will be notified. This could result in students being sent to the Honor Court. No warnings will be provided.