

Computer Testing Center (CTC) - Student Information

Arrival time	Plan to arrive 20 minutes prior to the start of the exam so you will have time to check in and locate your seat. No extra time will be given on the exam for those that show up late.
What to take to the CTC	Photo ID (KU ID or driver's License) and 1 or 2 pencils. Nothing else will be allowed at your seat.
Check in	You will be checked into the CTC which requires that you show your photo ID and receive an admission ticket. You may not be allowed to enter the CTC without an ID.
Admission Ticket/ seat assignment	<p>After the proctor verifies your ID, locate your seat number on the admission ticket and find your seat. Note that the admission ticket also serves as your scratch paper. You need to sign the admission ticket in the space provided. This must be returned to the proctor when you leave the CTC.</p> <p>Your signature on the admission ticket affirms that you will neither give help to nor receive help from another student during the exam, and that you will not discuss the exam or any of its content with other students until notified by the course director that students are free to discuss the exam.</p>
Books, bags, personal electronics, etc.	No bags, cell phones, PDAs, calculators, etc. are allowed at the testing stations. You may leave your personal materials in the library lockers or on the floor in the front of the CTC.
Calculators	A software calculator is available on each computer. No other calculators will be allowed at the testing stations.
Food and Drink	No food and drink are allowed in the CTC at any time.
Test Duration	The amount of time for each exam will be announced at each exam.
After completing an exam	In general, you may leave the CTC after you have completed the exam. However, the module director may have different requirements and these should be announced prior to the start of the exam. Once you have turned in your materials to the proctor and left the CTC, you will not be able to re-enter the CTC.
Videotaping	All exams are videotaped for security purposes.
Restroom Breaks	Students are allowed to leave the CTC to use the restroom during exams, one at a time. The proctor has the discretion to allow leaving on a case by case basis for personal emergencies or illness.
Noise	No talking is allowed once a testing session begins. Devices that make noise such as watches and pagers must be silenced or left outside the CTC.
Handouts	You will be provided up to 2 sheets of blank scratch paper and extra pencils will be available from the proctor. If other handouts are needed, the proctor will have them available and distribute them. All materials and scratch paper must be turned into the proctor at the end of the exam. Students are not allowed to retain written notes or remove test materials from the CTC.
System problem	If your computer has a "problem" raise your hand and a proctor will come to assist you. In some circumstances, the proctor may need to contact the CTC coordinator for additional assistance.
Special Accommodations	Students that require special testing accommodations as verified by the Equal Opportunity Office may take their exam in an alternate location.