



# Abraham Baldwin Agricultural College

## Testing Center Policies

Carlton Center Suite 306, Rm 313, Tifton, GA 31793  
Mobley Administration Building, Bainbridge, GA 39819

1. Please bring the required identification indicated at the time of registration for your exam (e.g., driver's license). Some exams have a strict security protocol, which is mentioned at the time of exam registration, and may include a scan with a security wand, turning pockets inside out, lifting baggy cloths, examination of eyewear, etc.
2. Non-ABAC students may park in a visitor spot in the North or South parking lot on the Tifton campus. ABAC students should park in their designated parking lot. Those testing at the Bainbridge Site can park in the marked ABAC lot near the Mobely Administration building.
3. Items not required for your test are not permitted in the testing room and must be placed in a secured locker (i.e., books, phones, hats, coats, gloves, backpacks, purses, pencil cases, personal accessories, jackets, etc.).
4. All cell phones and electronic devices must be turned off or silenced before being placed in a locker.
5. The Testing Center is not responsible for personal belongings or lost items.
6. Students may bring approved items for testing as designated by their instructor or exam agency (i.e., note cards, calculators, etc.).
7. Only students taking tests are permitted in the Testing Center. (Please make prior arrangements for childcare, as children are not allowed in the Testing Center. Also, no pets, family, or friends may accompany you inside the testing area.).
8. No food, gum, or drinks are allowed in the Testing Center. Restrooms and vending machines are located near the Testing Center.
9. Talking is not permitted in the testing room so as not to disturb other testers. Should you experience an issue with technology, you may raise your hand.
10. You are expected to test independently. You may not look at another examinee's computer screen, paper test, etc., or receive assistance from another examinee.
11. Tampering with the operation of a Testing Center computer or attempting to use it for any function other than taking your test will be reported to your instructor or testing authority (i.e., College Board, HESI, ETS, etc.).
12. The testing area is under continuous observation by proctors and video. Please note that the Testing Center uses cameras and recording devices, in addition to observation by test administrators and proctors.



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13. After you begin an instructional test, you must complete it in one sitting unless pre-authorized by your instructor or testing authority. Notification will be sent to the appropriate authority if you leave the testing room during a test.
14. After completing a test, all test materials, including scratch paper, must be returned to the Testing Center staff.
15. Testing Center staff will notify the appropriate testing authority if you attempt or remove any test materials (including questions and answers) from the testing room.
16. Testing Center staff will notify the appropriate testing authority of any discrepancies during testing. An instructor or testing agency has the right to reject any instructional test completed by a student who violates the testing directions or the Testing Center guidelines.
17. The Testing Center staff may excuse a test taker, terminate a test, and contact Public Safety if a test taker exhibits disruptive, confrontational, unruly, threatening behavior and does not comply with the Testing Center guidelines, directives, or student code of conduct.