

Please read through these policies before your first CBTF exam. Familiarity with these rules ensures a smooth experience for you and everyone else testing in the facility.

1. Reservations and Scheduling

Making a Reservation

Students must reserve an exam appointment through PrairieTest before arriving at the CBTF.

Students may create, view, and manage their reservations through PrairieTest. For detailed instructions on making or changing a reservation, please refer to the CBTF reservation guide.

Changing a Reservation

Students may change their reservation through PrairieTest up to 15 minutes before the scheduled exam start time.

After this time, reservation changes may not be available through PrairieTest. Students should contact their course instructor if they need assistance.

Missed Exams

If you miss your scheduled exam appointment, contact your course instructor for further instructions.

- If a make-up exam time slot is available, schedule a new appointment through PrairieTest.
- If an override is required, your instructor must authorize the change.

CBTF staff and proctors cannot delete missed reservations, extend exam windows, or authorize additional testing attempts.

2. Before Arriving at CBTF

Before coming to the CBTF, students should:

- Confirm their exam reservation date, time, and testing location.
- Ensure they know their university login credentials required to access the exam.
- Bring an acceptable form of photo identification.
- Arrive early enough to complete the check-in process.
- Review CBTF policies regarding permitted and prohibited items.

Students are responsible for arriving prepared and following all testing procedures.

3. Before Your Exam: Check-In Procedures

Arrival Time

Check-in begins **15** minutes before the scheduled exam start time. Students should arrive during this time to allow sufficient time to complete the check-in process.

Students waiting to check in should form a line in front of the CBTF and remain respectful of other students by keeping noise levels low.

Students arriving late will not receive additional testing time.

Students arriving **10** minutes or more after their scheduled start time may not be permitted to begin the exam and should contact their instructor for further instructions.

Identification Requirements

Students must present a valid photo ID during check-in.

Acceptable forms of identification include:

- University-issued physical or digital ID
- Government-issued photo ID (such as a driver's license)

Students who are unable to provide acceptable identification should speak with CBTF staff before beginning the exam.

Assigned Seating

After check-in, students will be assigned a testing workstation. Students must:

- Use the assigned workstation.
- Notify a proctor if there is a technical issue with the workstation.
- Avoid changing seats unless instructed or approved by CBTF staff.

Assigned seating helps maintain exam security and ensures a consistent testing environment.

Personal Belongings

To maintain a secure and standardized testing environment:

- After check-in, backpacks, bags, and personal belongings (including wallets, keys, and other items) must be stored in the assigned storage area before proceeding to your workstation.
- Cell phones must be powered off or silenced and placed in the phone box provided at your assigned workstation before beginning the exam.
- Other electronic or smart devices must be stored securely before beginning the exam.

Food and Drink

Food is not permitted in the testing room at any time.

Beverages are permitted; however, drinkware must remain on the floor unless you are actively drinking. Keep beverages away from testing materials and computer equipment to help prevent spills.

Electronic Devices

All personal electronic devices, including but not limited to:

- Cell phones
- Smart watches
- Tablets
- Earbuds/headphones
- Other smart devices

must be powered off or silenced and placed in the designated phone storage area.

Students found using unauthorized electronic devices during an exam will be reported to the course instructor under academic integrity procedures.

Clothing and Personal Items

Students may wear jackets, sweaters, or similar clothing items; however:

- These items should not be placed on your lap during the exam.
- Outerwear should be stored in your bag or placed on the back of your chair.

CBTF staff may request adjustments if clothing or personal items interfere with exam security procedures.

Approved items at the Workstation

Only approved materials may be kept at the workstation. Approved items may include:

- CBTF-provided scratch paper

- Approved writing utensils
- Instructor-approved calculators
- Other materials specifically authorized for the exam

All other personal belongings and materials must remain stored.

4. During Your Exam: Testing Procedures

Exam Materials Provided by CBTF

CBTF provides approved exam materials as needed, including:

Scratch Paper

Only CBTF-provided scratch paper may be used during exams.

Students must:

- Write their name, course name and number, course instructor's name, and exam date and time on each sheet of scratch paper before use.
- Raise their hand to request additional scratch paper from a CBTF proctor if needed.
- Return all scratch paper, including unused or blank sheets, to a CBTF proctor before leaving the testing room.

Students may not bring personal scratch paper into the testing room or remove CBTF-provided scratch paper from the facility.

Students should not write on scratch paper before the official start of the exam, except for the required identifying information.

Calculators

Only approved calculators may be used during exams.

Depending on course requirements, available options may include:

- CBTF-provided handheld calculators
- Approved calculator tools within the testing platform

Personal calculators are not permitted unless specifically authorized by the course instructor.

Writing Utensils

Pencils are provided by CBTF.

If using a CBTF-provided pencil:

- Leave the pencil on the workstation after completing your exam.
- Raise your hand and notify a CBTF proctor if the pencil needs sharpening or replacement.

Students may use their own pen or pencil if preferred. If using a personal writing utensil, students are discouraged from keeping a pencil case or other writing accessories at their workstation.

Testing Room Conduct

Students must maintain a quiet and respectful testing environment.

Please:

- Remain seated during your exam. If you need assistance, raise your hand and wait for a CBTF proctor.
- Follow all instructions provided by CBTF staff.
- Enter and exit the testing room as quietly as possible when exams are in progress.
- Be mindful of other students and avoid behavior that may distract those testing.
- Clean your testing area before leaving.

Students should clean their testing area before leaving.

Restroom Breaks and Leaving the Testing Room

Students are encouraged to use the restroom before beginning their exam.

During any break:

- Only one student may leave the testing room at a time.
- Students may be asked to empty pockets before leaving and upon returning.
- Students may not communicate with others or access unauthorized materials while outside the testing room.

Any violation may be reported as a potential academic integrity concern.

Logging Out After the Exam

When finished:

- Submit your exam according to course instructions.
- Log out of the testing computer.

Students are asked to log out promptly as a courtesy to students scheduled after them.

5. Ending Your Exam

Before leaving the CBTF:

- Confirm that your exam submission has been completed successfully.
- Return all CBTF-provided materials, including scratch paper and calculators.
- Log out of the testing computer and any accounts used during the exam.
- Leave the testing area quietly.

Students are asked to complete these steps promptly as a courtesy to other students with scheduled appointments.

6. Technical Difficulties and Emergencies

If you experience technical problems during an exam:

- Raise your hand to notify a CBTF proctor immediately.
- Do not attempt to troubleshoot independently unless instructed.
- Wait for assistance before continuing.

CBTF staff will document technical issues and communicate with course instructors when necessary.

If exam time is lost due to a CBTF proctor error, the lost time will be restored whenever possible.

If a system-wide issue occurs (such as network downtime), CBTF staff will provide further instructions.

7. Academic Integrity and Testing Conduct

CBTF maintains a secure testing environment to support fair and consistent assessment practices.

Examples of Reportable Misconduct

Examples include, but are not limited to:

- Using cell phones, smart watches, earbuds, or unauthorized electronic devices
- Accessing unauthorized websites, applications, or materials
- Using unauthorized notes or outside resources
- Bringing personal scratch paper or removing CBTF materials
- Communicating with other students during an exam

- Attempting to interfere with testing procedures

Reported incidents will be referred to the course instructor and handled according to university academic integrity procedures.

8. SDAC Accommodations

Students approved for testing accommodations through SDAC will receive accommodations according to their official accommodation plan.

Students with approved accommodations should:

- Confirm their accommodations are properly reflected in the testing system before scheduling.
- Contact CBTF staff if accommodations appear incorrect or unavailable.

Students receiving accommodations that permit breaks or extended testing procedures may leave and re-enter the testing room according to their approved accommodations.

Students with extended testing time may overlap with other scheduled exam sessions. While CBTF staff will instruct students entering and exiting the testing room to minimize disruptions, some incidental noise may occur. Earplugs and separate seating are available upon request, and students who are sensitive to noise are encouraged to use these resources.