Mountain State University™

Testing Center
(304) 929-1333

Hours of Operation: **Monday-Thursday 8:30am-7pm**
Friday 8:30am-5pm

Policies & Procedures

Scheduling an Appointment

- All students are required to schedule an appointment by calling or scheduling online at www.mountainstate.edu during business hours a minimum of **1 business day** in advance. Students without a scheduled appointment will not be allowed to test. We do not accept voicemail messages left after business hours for appointments.
- Students that schedule to take **Independent Study** exams must provide the following information to schedule an exam: course name and number, color of syllabus, exam # and instructor name.
- Students that schedule to take **traditional or cohort** exams must provide the following information to schedule an exam: course name and number, exam # and instructor name.

Test Administration

- All students are required to present a photo ID prior to testing.
- Students are required to remove sunglasses, lab coats, uniform coats, as well as seasonal jackets / coats before entering the testing lab.
- Once a student enters the testing room with an exam, he/she is not allowed to leave the room until testing is complete for any reason.
- If a student enters the testing room with more than one exam, he/she must complete all exams at that time.
- Students are not allowed to reschedule any exam once they have the exam in the testing room and had an opportunity to view the content.
- Students cannot bring children, of any age, with them to their testing appointment as staff is not available or authorized to supervise children. Any student that violates this policy will have to reschedule the appointment.
- Students are not allowed to use any books, notes, calculators or other reference materials during the exam without the expressed written consent of the faculty.
- Cell phones, pagers or other communication devices are not allowed in the testing room. Any student that violates this policy will be dismissed from testing.

Traditional or Cohort Exams

- Any student that is taking a traditional or cohort exams must notify the faculty member so that he/she can send the exam to the Testing Center.
- Faculty is required to complete and submit a cover sheet and exam for each student taking a traditional or cohort exam proctored in the Testing Center. This cover sheet includes the following information: course name and number, faculty name, student name, date, special instructions, and the last day the student can take the exam. Cover sheets are available in the Testing Center.
- Traditional exams and cohort exams should be hand-delivered or sent interoffice mail by the faculty to the Testing Center prior to the student's scheduled appointment. Allow 3-4 business days for interoffice mail.