



Make-Up Test Student Guidelines

To ensure a quiet, secure testing area, the following guidelines must be followed:

Talk to your instructor. The Testing Center does not create make-up tests; your instructor does. If you have not made arrangements with your instructor before you come to the Testing Center, there will not be a make-up tests will not be administered.

Acceptable forms of ID are your current Durham Tech Student ID, driver's license, passport, military ID, or employer ID with photo.

Leave your electronic devices behind. The Testing Center has lockers for your use. You must leave all personal belongings in a locker while you are taking a make-up test; remember to turn your cell phone off. If you need to leave an emergency number, use the Testing Center phone number 919-536-7235, ext. 240 or campus security 919-536-7255, ext. 5500.

Snack before the test. We cannot allow food in the testing area. However, you may have a drink with a lid on it as you test. If you are sitting at a computer, you test security, security, security, a security, .727 (h)]Th]TJ 0Tw (n time to complete the test; use the restroom before you begin the exam. You must give your exam to the proctor when you leave, and your test will be

Appointment prior to coming for your test. This allows us to monitor the

students in the make-up testing area for distancing purposes, and allows us to sanitize accordingly! To make an appointment, email proctoring@durhamtech.edu.

Be on time. The Testing Center will not give tests beyond the deadline set by the instructor and will stop giving new tests one hour before we close. All tests will be collected no later than thirty minutes before we close.

Follow the academic honesty policy. Any student found seeking assistance using materials not allowed by the instructor will be asked to leave the Testing Center and reported to the instructor.

Follow the student code of conduct. The student code of conduct applies everywhere on campus, including the Testing Center.

Understand your instructor's policy. Not all instructors allow make-up tests. Make sure you understand your instructor's policy. If you don't, check your syllabus or ask your instructor. The Testing Center only proctors make-up tests provided by an instructor.