Test Day Checklist

# Test Day Schedule

[ ]  Check the Testing Center’s open hours for the day and campus you plan to test. Remember, hours vary by day and location, so make sure you have the right schedule. You can find the schedule on the Testing Center website at [www.bucks.edu/testing](http://www.bucks.edu/testing) under [**Bucks Class Testing (E-Learning/Hybrid/Make-up Testing)**](https://www.bucks.edu/academics/testing/e-learninghybridmake-uptestingschedule/).

[ ]  Check with your teacher how long your test is. All exams must be completed and submitted before the Testing Center closes.

[ ]  Calculate the full time for your test, plus time to sign in. You should give yourself at least that much time.

[ ]  Remember, during busy times, there may be a line when you arrive. During finals, you should budget some extra time to wait in line.

[ ]  You must be seated and testing an hour before close. At an absolute minimum, make sure to arrive early enough to sign in and be seated with your test 1 hour before close

# ID Requirements

[ ]  The Testing Center requires original, current, government-issued photo ID for all class tests.

[ ]  Acceptable forms of ID:

* Driver’s license
* State ID
* Passport

[ ]  Unacceptable forms of ID:

* Bucks student ID
* High school ID
* ID from any other school or employment
* Birth certificate
* Any expired ID from the Acceptable forms of ID list
* Copies or pictures of an ID from the Acceptable forms of ID list

[ ]  If you do not bring your original, current, government-issued photo ID with you, you will not be able to test.

# What to Know When You Arrive

[ ]  Know your instructor and course information when you arrive. All tests are filed by instructor and course. The Proctor will need this information to locate your test.

[ ]  If your test is computerized, know the login information for your course platform (Canvas, MyMathLab, etc.). If your test is in your course space, you will need to log in to access it.

# What to Bring When You Arrive

[ ]  Bring you original, current, government-issued photo ID for all class tests.

[ ]  You may bring materials ONLY IF your instructor has said you can supply them yourself.

[ ]  You may bring your own calculator ONLY IF:

* Your instructor has approved a calculator for your test
* It is the department-approved calculator for your course
	+ Refer to <https://www.bucks.edu/academics/department/stem/math/> for department-approved calculators.
* The Testing Center does have department-approved calculator models to lend out for tests if you do not have the correct model.

# Prohibited Items Policy

The Testing Center in Newtown provides lockers and hooks to store person belongings. Only materials explicitly permitted by your teacher in the test instructors may enter the testing room. All other materials must be stored in a locker or in your bag in the lobby\*. The following items are not permitted in the testing room:

[ ]  Books, notes, reference materials, etc., unless explicitly approved by your instructor for your test

[ ]  Electronic devices, including, but not limited to, phones, iPads, iPods, personal computers, personal headsets, smart watches, Fitbits, recording devices, cameras

[ ]  Hats, sunglasses, scarves, bulky coats, hoods\*\*, gloves

[ ]  Food and drink\*\*\*

[ ]  TI-89 and TI-Nspire calculators, calculators that aren’t department-approved models or haven’t been permitted by the instructor, calculator covers

[ ]  Student-provided scrap paper—all scrap paper will be supplied by the Testing Center and will be collected at the end of the test

[ ]  Bags, purses, backpacks, etc.

\*’ The Testing Center does not monitor personal belongings stored in the Testing Center. Lockers are provided and recommended in Newtown. The Testing Center is not responsible for any missing items.

\*\* Hoods worn for religious or medical purposes are permitted

\*\*\* Drinks may be left on the table in the lobby and accessed during the test.

# Tests for Face-to Face Classes or with Accommodations

[ ]  Make arrangements with your instructor to have your test sent to the Testing Center. The Testing Center does not keep all tests on file. Make sure your instructor has sent the test to the Testing Center before arriving.

**CONTACT INFORMATION**

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