Welcome to the OIT Wilsonville Testing Center

Please take a moment to read through our policies.

Check In

- All testers must provide the proctor with valid (unexpired) government or school issued photo identification.
- Hats, non-religious head coverings, purses, bags, backpacks, and coats are not permitted in the Testing Center and must remain in your locker for the duration of the exam.
- Food and beverages are allowed but must not create a distraction to other testers (no hot foods, crunchy snacks, fish, etc.). Please open carbonated beverages prior to entering the testing room.
- Testers who pose a distraction by means of excessive fragrance, body odor, or illness will not be allowed to use the Testing Center. If you are coughing, sneezing, or otherwise infectious you will be asked to reschedule your appointment.
- The Testing Center will adhere to the guidelines for administration of your exam based on the information we have received from your instructor or Ecampus at the time of your exam. Additional time and resources are not allowed.
- Pets are not allowed in the center with the exception of service animals.
- Please make arrangements for childcare while testing. Children under the age of 12 may not remain unattended in the lobby during an exam and are not allowed in the Testing Center.
- Late arrivals to appointments may forfeit exam time or be provided with a new appointment on a walk-in basis.

Technology Policy

- Cell phones and other connected devices are prohibited unless otherwise specifically allowed by your instructor. All phones and electronic devices (including smart watches) must be switched to “silent/vibrate” mode, or turned off, and placed in a locker.
- You may be asked to remove large jewelry items or to present eyeglasses for visual inspection to ensure that they do not contain a recording device.
- Headphones, ear buds, and other listening devices are prohibited unless permitted by your instructor.

During the Exam

- All students are expected to comply with the Student Academic Integrity Policy.
- You are responsible for keeping track of your time. We will attempt to give you a 5-10 minute warning but this may not occur during busy testing periods. If you exceed your time limit we will report the discrepancy to your instructor.
- A clock is available to you over the door.
- You may exit the Testing Center to submit an exam or we will collect your exam when your time has expired.
- Breaks are not allowed unless there is an emergency. You must check out with a proctor if you leave the testing room for any reason. During a break you will not be permitted to access your personal items and you are prohibited from speaking to other students.
- Notify the proctor if you may need quick access to your locker for emergency medications.
- Repeated or lengthy breaks will be reported to your exam sponsor.
• Please report any issues that you have with the exam (i.e. technology problems) to a proctor immediately so that we can address the problem.
• This facility is monitored by closed network cameras. Smile! We are recording your exam.
• Do not talk or otherwise communicate with other testers.
• Keep your eyes on your own work.
• The personal use of cameras and recording devices is prohibited within the Testing Center.
• Any disruptive, threatening, or fraudulent behavior will be grounds for termination of the exam.

After the Exam

• Dispose of scratch paper and notes as directed by the proctor.
• Check out with a proctor.
• Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.

Any violation of the Oregon Tech Student Code of Conduct will result in your immediate expulsion from the Testing Center. The incident will be reported to your professor and may be reported to the Vice President for Student Affairs or the Dean of Students for disciplinary action. Students who significantly interfere with or disrupt Testing Center operations are in violation of the Testing Center policy. They may be asked to leave the Testing Center and may be subject to disciplinary action.

Questions may be addressed to jenni.betschart@oit.edu