

# MRTC Testing Center Policies and Procedures

Welcome to the Math Resource and Teaching Center (MRTC) Testing Center, located in Champions Hall room 327. We want you to do well on all of your tests. Here are a few policies and procedures to make the testing session go smoothly. The proctors are there to guide you through the Testing Center procedure. If you don't understand the procedures, please ask them for help. Please talk to your teacher or one of the teachers in the Math Resource and Teaching Center if you have any questions or concerns. The central office for the MRTC is located in Champions Hall room 308.

## *Procedure*

1. Place your personal belongings in appropriate area in the Testing Center. If your class allows you to bring your own calculator with you for your test, leave the plastic cover with your belongings.
2. Check in at the front desk with your University ID or photo ID.
3. The proctor will assign you a seating badge, and place your ID in it. Go to the computer station indicated on your seating badge.
4. Hang the seating badge with your ID in it on the hook on your computer.
5. Fill out all of the information at the top of the official scratch paper, **and sign the Academic Integrity Statement**. Do not write anything below the top area until the proctor enters the password and begins your test.
6. Log in to your class and access your assessment.
7. There will be a colored plastic cup at your computer station. When you have logged in and are ready to begin the test, place the cup on the partition separating your computer station from the station directly across from you. A proctor will come to enter the password for you.
8. If you need more scratch paper, have problems with your computer, or need other assistance, raise the plastic cup at any time, and a proctor will come to help. Note: The proctor **cannot** assist you with questions about the assessment content or the use of a calculator.
9. When you finish your assessment, double-check your answers and submit your test.
10. For some courses, click on REVIEW TEST to review your graded assessment. If you believe a question was graded inappropriately by the program, you may fill out a pink sheet. Do not close the test before filling out a pink sheet. If you close your test before reviewing it by mistake, you can contact your teacher after leaving the Testing Center.
11. If you need a pink sheet, request one from a proctor by raising your plastic cup. Follow the instructions from your teacher on how to fill out a pink sheet. Use mathematically correct statements to support your claim.
12. Return your calculator (if you borrowed one), seating badge, official scratch paper, and pink sheet to the proctor at the front desk before exiting the Testing Center. **Failure to return your official scratch paper may result in a zero for the assessment.**

## *Academic Honesty Policies*

**Violation of these policies is considered Academic Dishonesty! Leaving the Testing Center without permission, use or possession of a mobile device, cheat sheet, or other prohibited materials during**

**the assessment will result in the invalidation of your test results, and a non-replaceable score of '0' on the assessment!**

1. Personal items are not allowed in the Testing Center.
2. There is a zero tolerance policy regarding the use of mobile devices (any device capable of computing, retrieving, or communicating information). Turn off all such devices before entering the Testing Center and store them in the lockers or cubbies in the reception area. You may not turn them on again until after you have completed and submitted your assessment and left the Testing Center.
3. Once you have begun an assessment, you may not leave the Testing Center. If you must leave for a health reason or due to an emergency, notify a proctor and sign out on the appropriate Sign-Out Sheet.
4. Before completing any examination in the MRTC, you will be required to sign an Academic Integrity Statement attesting your understanding of these policies and the Academic Integrity Policy of the University of Arkansas at [honesty.uark.edu/policy](http://honesty.uark.edu/policy).

### *Testing Center Policies*

1. All assessments will be submitted at closing time. It is your responsibility to know the MRTC hours; make sure you arrive with enough time to complete your assessment before the closing time. Hours will be posted at the MRTC on the Testing Center doors, on our website at [mrtc.uark.edu/](http://mrtc.uark.edu/) or you can call (479) 575-5769.
2. You must present photo ID in order to be admitted into the Testing Center.
3. You may not work on or access any assignments other than your scheduled assessment in the Testing Center.
4. You may not use the Testing Center computer to access any resources other than your scheduled assessment.
5. You must follow the calculator and formula sheet policy for your class.
6. You are being monitored and recorded when you are in the Testing Center.
7. At the end of the test, most students may review their results and complete a "pink sheet". A pink sheet allows a student to indicate to their teacher that they believe a question was graded inappropriately by the computer.

We know that there are a lot of things to remember, but the goal is to create an efficient, safe, and secure testing environment to ensure your success in class. If you have any questions about MRTC policies or procedures, please ask us.

*Good luck!*

*Dr. Lynn Cleaveland*  
Testing Center Coordinator  
Champions Hall 308