



Exam Proctoring Center Rules & Conditions

- No phones, watches, or electronic devices allowed in the testing area.* Phones, watches, and electronic devices should be turned off and stored with personal belongings outside of the testing area. This includes but is not limited to:
 - Cell phones
 - Computers
 - Tablets
 - Bluetooth or wired headphones (over-ear or earbuds)
 - Smart watches (e.g., Apple Watch, Samsung Galaxy Watch, Google Pixel Watch, etc.)
 - Fitness trackers (e.g., Fitbits)
 - Any electronic device that
 - Connects to the internet AND/OR
 - Makes noise

*Students with an accommodation for Access to Phone for Medical Device Monitoring During Exams are permitted to bring approved phones, watches, and/or electronic devices into the testing area as needed for the express purpose of medical device monitoring. Students with this accommodation will be required to silence their device(s) and store them in plain view of EPC Staff for the duration of their exam.

- No bags, backpacks, coats, or outerwear allowed in the testing area. Students are required to store all personal belongings outside of the testing area before beginning testing.
 - During the semester, all exams scheduled at the EPC take place in the main EPC testing rooms in Living/Learning A Building. For these exams, all personal belongings should be stored in the EPC Coat Room in Living/Learning A132 (across the hall from the main EPC office in A131). The EPC Coat Room is under 24-hour video surveillance to protect student property.
 - During Finals Week, exams may take place in a variety of locations across campus. Personal belongings may be stored in the EPC Coat Room or in other designated locations dependent on the student's scheduled exam location.

- Hats, hoods, and sweatshirts are allowed in the testing area, but students are required to demonstrate that hats, hoods, and sweatshirts do not contain any unapproved items or materials before entering the testing area. **EPC Staff may request removal of hats, hoods, and sweatshirts and reserve the right to conduct pocket checks as needed to ensure academic integrity and adherence to EPC Rules & Conditions.**
 - To demonstrate that a hat/hood does not contain unapproved items, remove the hat/hood and show it to EPC Front Desk staff.
 - To demonstrate that a sweatshirt does not contain unapproved items, show EPC Staff that your pockets are empty.

- Earplugs and noise-reducing over-ear earmuffs are allowed in the testing area. The EPC provides individually-wrapped foam earplugs at the front desk and noise-reducing earmuffs at each seat in the main EPC testing area for students to use as needed.
 - Students are permitted to bring their own earplugs and/or noise-reducing over-ear earmuffs to use at the EPC, but only if they do not connect to Bluetooth or the internet and do not transmit sound.
 - i.e., AirPods set to Noise Cancellation, other in-ear ear buds, and over-ear noise-canceling headphones, even if disconnected from Bluetooth, are not permitted for use as earplugs/earmuffs in the EPC.
 - **If students wish to bring their own earplugs or earmuffs to the EPC, they are strongly encouraged to contact EPC staff in advance of any scheduled tests** via email and/or stop into the EPC with their earplugs/earmuffs for staff to check that the earplugs/earmuffs will be approved for EPC use.
 - EPC staff reserve the right to inspect any student-provided earplugs and earmuffs for adherence to the specifications outlined above and may deny use of student-provided equipment if unable to confirm compliance.

- Only clear, unflavored, flat water is allowed in the testing area. No other food or drink is allowed in the testing area. This includes but is not limited to:
 - Candy
 - Cough drops
 - Chewing gum
 - Coffee
 - Tea
 - Energy drinks (including Yerba Mate)
 - Soda
 - Seltzer/sparkling water
 - Vitamin Water

- No unapproved materials not specified by the instructor* for the exam allowed in the testing area. Please note that proctoring conditions may vary from exam to exam and materials that were approved for prior exams may not be approved for additional exams. This includes but is not limited to:
 - Note cards
 - Note sheets
 - Unapproved calculators

*The EPC follows exam proctoring instructions sent in by instructors for each exam. If the instructor does not specify to the EPC that a material should be allowed for the test (i.e., formula sheet, notes), but the student can produce written permission from the instructor (i.e., an email, a course Brightspace post) to use the material, it will be allowed for use at the EPC if EPC staff can verify the provided permission.

- Calculator policy:
 - Students are permitted to use a large variety of calculators during exams at the EPC (per instructor permission), but some calculator models and features are not permitted. Calculator models, features, and specifications NOT permitted include:
 - Laptops, tablets, cell phones, smart phones, smartwatches, wearable technology of any kind
 - If the only calculator the student has is on a phone/watch/etc., the student may borrow a calculator from the EPC for use during testing (per instructor permission).
 - Models that can access the internet, have wireless, Bluetooth, cellular, audio/video recording/playing, camera, or any other smart phone feature (e.g. touch screen)
 - Models that use power cords, other cables, electrical outlets, make noise, or print
 - Models with dedicated letters or keyboards
 - Models with X, Y, Z, etc. keys for quick variables are permitted.
 - **All TI-Nspire calculators**
 - **TI-Nspire calculators are only permitted with written instructor permission.**
 - Students are not permitted to use multiple calculators during testing.
 - Only ONE calculator allowed per student without express permission from faculty and/or EPC staff.
 - If students bring their own calculator to use during testing, EPC Staff will inspect the calculator and any sleeves, covers, cases, jackets, and any other attachments. If unapproved materials are found written on, held within, or attached to any part of the calculator, EPC Staff will require the student's personal calculator to be stored with belongings and will provide an EPC-issued calculator to use.

- EPC Staff will inspect all permitted materials prior to testing.
 - Students are permitted to bring additional pens, pencils, erasers, etc. as needed, but **pencil cases are NOT allowed in the testing area.**
 - If students have pencil cases, they must remove all items they wish to bring into the testing area and store the pencil case with their personal belongings.
 - Students are required to confirm and demonstrate that they are not storing any unapproved items or materials anywhere on their person before entering the testing area. **EPC Staff reserve the right to conduct pocket checks as needed to ensure academic integrity and adherence to EPC Rules & Conditions.**

- Students are **strongly encouraged** to use the restroom and/or fill water bottles as needed prior to entering the testing area.

- All students are permitted to take restroom breaks during exams. Only students eligible for Breaks During Exams accommodation will receive stop-the-clock breaks. Non-accommodated breaks will count against exam time. Students may be accompanied by EPC Staff during breaks.
 - Students are required to check in with EPC Staff before taking a break and before returning to the testing area.
 - Students are not permitted to access phones, watches, electronic devices, or other unapproved items or materials during breaks.
 - Students are permitted to eat and/or drink during breaks outside of the testing area as needed. If students need to retrieve food/drink from their personal items during a break, they must be supervised by EPC Staff when doing so.
 - Total amount of break time generally should not exceed 10 minutes per hour of exam time (unless permitted by approved accommodation).
 - 10 minutes per hour of exam time is an approximate designation that may differ between individual students and individual exams.

- Students must turn in all exam materials at check out. This includes but is not limited to:
 - Exam document(s)
 - Answer sheet(s)
 - Scrap paper
 - Lined paper
 - Green/Blue Book(s)
 - Written responses
 - Note sheets/cards (if allowed)
 - Note sheets/cards may be returned to students upon request per instructor permission

- The EPC will provide all scrap paper to students to use during exams as applicable. Students are not permitted to bring their own scrap paper into the testing area. **All provided scrap paper must be returned with exam materials at check out.**

- All students are required to adhere to all University of Vermont student codes and policies, including the [Code of Academic Integrity](#), while testing at the EPC. For more information about academic integrity at the EPC, please review the [EPC Academic Integrity Statement](#) in full. ***All observed and suspected incidents of academic dishonesty and/or violations of the University of Vermont's Code of Academic Integrity and/or the Exam Proctoring Center Rules & Conditions while testing at the EPC will be reported by EPC Staff directly to the instructor and the Center for Student Conduct.*** This includes but is not limited to:
 - being found during testing with any unapproved item(s) or material(s),
 - providing, seeking, or accepting test information during testing,
 - technology misuse during testing.

- All students are required to adhere to all University of Vermont student codes and policies, including the [Code of Student Conduct](#), while testing at the EPC. For more information about conduct at the EPC, please review the EPC Conduct policy in full.
 - Please respect other students in the testing area and refrain from making unnecessary noise.

- The Exam Proctoring Center Rules & Conditions seeks to explain as many facets of each rule as possible but is not an exhaustive list of all possibilities. If circumstances arise that do not fit the criteria outlined in this document, defer to EPC Professional Staff and/or faculty.