



ACADEMIC EXCELLENCE PROGRAMS

Academic Excellence Programs
401 W. Kennedy Blvd. Box 33F Tampa FL 33606-1490 Office: Academic Success
Center Phone: (813)257-3743 Fax: (813)258-7331 E-mail: aep.testing@ut.edu

Testing Center Policies:

Scheduling an exam:

All students must schedule an exam by completing the [Testing Center Appointment Form](#) **AT LEAST THREE BUSINESS DAYS** prior to an exam date. Exams cannot be scheduled for weekends. Failure to give complete notice may result in you having to take your exams in the classroom. After scheduling an exam students will receive a copy of the request form. This email serves as a confirmation that the exam has been scheduled. If there is a scheduling conflict the test proctor will reach out to you directly to reschedule.

Note: Final exams will require 5 – 7 business days to schedule

Time/date of exam:

The Testing Center is not authorized to change exam times or dates without instructor approval. It is the test taker's responsibility to receive permission from their instructor to take an exam on an alternate day and time. Please submit the instructor's approval along with the request to schedule an exam during a different day and time from the original exam.

Late arrival:

Scheduled exam times will not be extended to allow for late arrival. *Ex: If your exam is scheduled from 10:00 AM – 12:00 PM and you show up at 10:20 AM, you still only have until 12:00 PM to complete your exam.* If you arrive more than 30 minutes after your scheduled examination time, you will have to reschedule your examination with your professor.

Illness:

If you are unable to take an exam due to illness or emergency, contact your instructor immediately and make appropriate arrangements. It is your responsibility to reschedule examinations or to request adjustments to testing times.

No show policy:

Not showing up for a scheduled exam three times, without notification, will result in the loss of Testing Center accommodations.

Items not permitted in the Test Center:

Please do not bring non-permitted materials or personal items to the Testing Center. These items include, but are not limited to **cell phones, smart watches, iPods, PDA's, MP3 players, purses, book bags, hats/ball caps, textbooks, notes, etc.** The Testing Center is not responsible for the storing or safety of any personal items. Only approved food or drinks will be permitted in the Testing Center.



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Breaks during examinations:

A break is considered part of your overall testing time, no additional time will be added. Barring medical or approved accommodation needs, you will not be permitted to leave the Testing Center. When taking an approved break, you must hand in all testing material to the proctor before leaving. Make sure you go to the bathroom before reporting to the Testing Center for your exam!

Testing Accommodations:

Alert a test proctor immediately if problems arise during testing.

Examination Completion:

You will not be able to access your examination once you turn the exam into a proctor or if you leave the Test Center without consent.

Academic Integrity Violations:

Academic Integrity Violations include but are not limited to: cheating, plagiarism, using materials and equipment not previously approved during the exam, bringing items not previously approved by testing staff, or disruptions that interfere with testing procedure. A violation may result in your inability to continue utilizing Testing Center accommodations. Your test will be stopped immediately and the proctor will notify the instructor of the alleged violation. **Cameras will be in use during exams to ensure Academic Integrity within the Testing Center.**

Makeup Exams:

Students wishing to take makeup exams must first consult their instructor for permission. Once permission is granted, the student must contact the Testing Center with attached professor permission to set up a date and time, or the professor may contact the Testing Center directly to set up a date and time for the makeup exam. **If you show up late for a makeup examination, we will need the professor's approval before allowing you to take the examination. All of the above rules apply to makeup exams.**