Assessment & Testing Center
Student Instructions and Responsibilities

We look forward to serving you in the Assessment & Testing Center this quarter. To make your experience efficient and hassle free, please review the following policies and procedures.

Hours of operation: in general we try to maintain a wide range of open hours to accommodate all students’ needs. We will post any special closures online as well as on our voicemail 253-833-9111 x2650. To make sure we will be open when you plan to test, check our hours online at www.greenriver.edu/hours. If the college is closed due to inclement weather, the Assessment & Testing Center will also be closed.

**IMPORTANT NOTE: No exams and assessments will be given out within 30 minutes of closing. Tests must be completed in one session.**

When you come to test...

- **Before you get in line to test:**
  - Use the bathroom – you will not be able to leave in the middle of a test for a break of any kind
  - Turn off and put away your cell phone and any other electronic devices
  - Have your Green River Student ID card ready (available in the Library and Bookstore, no fee for the first card, $5 for a replacement card)
  - Know the name of your instructor and class for which you are testing, for example:
    - John Smith’s English 101 class
  - Put away all class materials
  - If you are allowed notes or a calculator, have those and any pens or pencils out of your bag
  - If your test requires a Scantron, please have Your Name, Subject, Date, and Instructor’s Name filled out in PEN (see example below):

  ![Scantron Example]

- **Before going into the testing room:**
  - Complete the sign-in for “Instructional Testing”
  - Time stamp your test “IN” on the back of the Scantron, the back page of the exam, or the note paper on which you will write your answers
  - Pick up 1 or 2 pieces of scratch paper if necessary – you may not use your own scratch paper

**IMPORTANT NOTE: Cheating will NOT be tolerated - any cheating or other incidents of academic dishonesty will be reported to your instructor and the campus Student Conduct system.**

- **Inside the testing room:**
  - Please be respectful of other testers and quietly enter and exit the room
  - No electronics are permitted, with the exception of calculators, if allowed for your test
  - Place your Photo ID on the green card as indicated
  - If you are allowed notes or a calculator, place the card indicating the allowed material in the metal stand located on the green card

- **Coming out of the testing room:**
  - Time stamp your test “OUT” next to the “IN” time stamp on your exam
  - Hand your test, answer sheet, and any cards, notes, and scratch paper to the testing staff

If you ever have any questions, please talk with a testing center staff member.