

OAS Testing Room Guidelines and Policies

1. Smart Watches, Fitbits, Apple Watches, cell phones, pagers, and other electronic devices are prohibited in OAS testing spaces.
2. OAS staff members and office assistants will ask students to remove and stow their watches, phones, and other devices in backpacks or bags outside of the testing room for the duration of their exam.
3. Food is not permitted in OAS testing spaces. Water bottles and other covered drinks are permitted in OAS testing spaces.
4. Students are not permitted to take their exam out of the OAS Testing Room for any reason.
5. If a student has a question during the exam, bring the exam directly to an OAS staff member or office assistant.
6. If OAS discovers a student using unauthorized materials during their test (including but not limited to a cell phone or unapproved notes), OAS will immediately terminate the student's exam. An *OAS Academic Integrity Report* will be immediately sent to the student's faculty member, who may decide to raise the issue to the highest appropriate disciplinary body.
7. The student will return the exam and any borrowed materials to an OAS staff member or office assistant after completing the exam.

8. All scrap paper, scantrons, note cards, and other materials written on during the test **MUST** be turned in with the completed exam.