

CASL DISTANCE LEARNING TESTING

It is the goal of this program to provide students with a facility where tests or examinations are administered under the best possible conditions, with distractions kept at a minimum. The following guidelines have been established to insure that this is accomplished.

You may not leave the Distance Learning Office **for any reason** while testing. If you do leave, your exam will be considered complete and graded accordingly. This restriction includes restroom visit requests. **Be prepared to stay until your exam is completed.**

Absolutely no tests will be given out after 7:00 p.m. Mondays through Thursdays and after 3:00 p.m. on Fridays. Appointments are REQUIRED to take a test. Absolutely no tests will be given out after the deadline date without written permission from the instructor.

CELL PHONES

1. If you are carrying a cell phone, you are not permitted to use it in any area of the Distance Learning Office.
 2. Please keep your cell phone with you, turned off, while you complete your exam.
 3. If your cell phone rings and you do answer it, you will be asked to exit the testing room. Your exam will be considered complete and will be graded accordingly.
 4. If you feel that there is the possibility of an emergency situation for which you feel that you must keep in touch, please make your test appointment for another time.
 5. If you carry a beeper, please turn it off before entering the testing room. The answering of beepers will not be permitted.
 6. Telephone calls may not be made from this office.
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The following items are **NOT PERMITTED** in the testing room: Earphones, Food or Beverages (of any kind), Backpacks, Bookbags, Outerwear (coats, jackets, scarves, etc.), Briefcases, Laptops and Calculators (exception: P.S. 301, test 3)

If you are wearing a baseball cap, it is to be turned around with the visor facing behind you. If you wish to remove the hat, it is to be placed on the floor beneath your table or desk, **NOT ON THE DESK OR ON YOUR LAP!**

Due to limited staff and space the Distance Learning Office is unable to accommodate children waiting in the reception or testing areas while you take your test.

Test Review: All tests, examinations, Scantrons© (where applicable), and extra credit work remain in this office at all times. You may view graded materials here prior to taking another test or otherwise. Please see next page for Test Review Rules.

Statement on Academic Integrity (Approved August 9, 2000)

The University of Michigan - Dearborn values academic honesty and integrity. Each student has a responsibility to understand, accept, and comply with the university's standards of academic conduct as set forth by the Code of Academic Conduct, as well as policies established by the schools and colleges. Cheating, collusion, misconduct, fabrication, and plagiarism are considered serious offenses. Violations will not be tolerated and may result in penalties up to and including expulsion from the University.

Review of Graded Materials

The Distance Learning Office and its instructors have restrictions to the review of tests:

- You must review any tests before 5:00 pm Monday – Thursday and before 3:00 pm Friday.
- You may only review the last test taken. If you have taken test 5, you can only review test 5.
- You can take no notes while reviewing.
- You cannot mark on any materials you are reviewing.
- You must review alone; you cannot review with another student.
- You can not talk on a cell phone while reviewing. If you are reviewing, please turn off your cell phone. If you take a call while reviewing, that will be the end of the reviewing session.
- You can only review each test one time.