

# WELCOME TO OSU-OKC TESTING CENTER

## REQUIRED:

**Photo ID:** A valid state-issued photo ID or OSU student photo ID is required for all testing and is test dependent.

### Know your:

- Username and password for computer-based exams.
- Course prefix and number, exam name & professor for OSUOKC exams.

**Cell Phones turned off completely:** Turn off your cell phone before storing it in a locker.

**Store all belongings:** Empty all pockets and store all belongings in a locker – **Secure Lockers are available.**

**Mask are welcome. Exam candidates may be seated within close proximity of each other.**

## PROHIBITED ITEMS

Examinees are not allowed to bring unauthorized items into the testing area. While not an exhaustive list, the following items are not permitted in the testing room:

- Backpacks
- Calculators/laptops/other electronic devices\*
- Cameras or recording devices
- Cell phones
- Chap Stick/lip balm/makeup
- Food or drink
- Hats/caps/headgear/hoodies/hooded clothing of any type#
- Keys
- Listening devices (radios, headphones, recorders)
- Mechanical pencils\*
- Notes or books\*
- Outdoor wear
- Pagers or beepers
- Papers of any kind\*
- Pens\*
- Rulers\*
- Sunglasses\*
- Personal tissues
- Purses
- Wallets
- Watches
- Wireless communication devices of any kind
- Wrist bands/sports bands
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#Allowed only for religious reasons

\*Allowed only with permission of instructor or ADA accommodation.

The OSU-OKC Testing Center will examine the object before use in the test.

No vapes, alcohol, or drugs allowed on campus

## PLEASE:

- No children are allowed in the Testing Center.
- No talking in the testing rooms; please enter and exit quietly.
- Testing rooms are maintained at 70-73 degrees. Please, dress appropriately.
- Testing center and rooms are under 24-hour video surveillance.

## NEED TO KNOW ABOUT TESTING APPOINTMENTS

Examinees are responsible for payment of any test/exam fees prior to testing. Fees can be paid online at [www.osuokc.edu/assessment/exams](http://www.osuokc.edu/assessment/exams) or by cash, check, or money order at Business Services on the second floor, and bring us the receipts

Examinees must make appointments at least 24 business hours prior to the test date. It is recommended examinees schedule tests at least one week in advance. If you are unable to keep your appointment, please contact the Testing Center as soon as possible.

All tests must be completed by 10 minutes prior to the OSU-OKC Testing Center's close of business time. Examinees testing late in the day must understand that they may not receive the full allowed time for their tests due to this closing rule. He/she may be asked either to sign a waiver of time or to reschedule the test for another date.

If an examinee is late for a testing appointment, he/she may be asked either to sign a waiver of time or to reschedule the test for another date.



OKLAHOMA CITY