



Oak Brook Main Campus
2625 Butterfield Road, Suite 102E
Oak Brook, IL 60523
Phone: (630) 705-9999 Fax: (630) 705-1422
E-mail: inquiry@vervecollege.edu

Chicago Non-Main Campus (Extension)
216 W Jackson Blvd. Suite 900
Chicago, IL 60606
Phone: (312) 920-8822 Fax: (312) 658-0775
Web: www.vervecollege.edu

Test Taking Policies & Procedures

Below are a few things to think about on the exam day:

- **Dress Comfortably:**
You're required to leave hats, scarves, gloves and coats outside of the testing room. (Provisions are made for religious/cultural dress.)
- **Arrive Early:**
Plan to arrive 15 minutes before your exam. If you are more than 5 minutes late, you may have to forfeit the exam.
- **Receive Materials:**
You may not bring in paper or writing instruments for this computer-administered exam. An on-screen calculator and scratch paper will be provided. Scratch paper must be returned before exiting the testing room otherwise you will receive zero for that exam.
- **Breaks During exam:**
There are no bathroom breaks or any other kind of break permitted during the exam administration. In case of emergency you will be escorted by an administrative staff out the testing room.

Reference from <https://www.ncsbn.org/2914.htm>

Verve College Examination candidate rules:

- **Personal Items**
All personal items must be stored in the front of the classroom closed to the instructor. The following personal items may not be accessed at all during your examination appointment (including breaks):
 - *Any educational, test preparation or study materials
 - *Cell/mobile/smart phones, pagers, cameras or other electronic devices and weapons of any kind.

The following personal items are not allowed in the testing room, but may not be accessed while on break:

- ✓ Bags/purses/wallets/watches
- ✓ Coats/hats/scarves/gloves
- ✓ Medical aids/devices
- ✓ Food or drink, gum/candy
- ✓ Lip balm



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For questions regarding what you can and cannot access outside the testing room, ask the test administrator.

- **Confidentiality**

You may not disclose or discuss with anyone, including instructors, information about the items or answers seen in your examinations (this includes posting or discussing questions on the internet and social media websites)

You may not seek help from any other party in answering items (in person, by phone, text or by email) during your examination (including breaks)

- **Test Administration**

- ✓ You may not take the examination for somebody else.
- ✓ You may not tamper with the computer or use it for any function other than taking the examination.
- ✓ You may not engage in disruptive behavior at any time while in the test center.
- ✓ The TA will provide you with a scratch paper if required and pencil before the exam. You are not allowed to use your own pencil.
- ✓ You may not write on the scratch paper until after the exam has started. Any writing before the exam or during the setup of exam is considered “brain dumping” and will result in an incident report and results being placed on hold.
- ✓ A clean scratch paper can be requested during your examination by **raising your hand**. The scratch paper and pencil may not be removed from the testing room/class room during examination except by the TA, and these items must be returned to the TA after the examination.
- ✓ Writing on any materials other than the scratch paper is considered brain dumping and will result in an incident report and result will be zero for that exam.
- ✓ If you experience hardware or software problems during the examination, notify the TA immediately **by raising your hand**.

- **Ground for Dismissal or Cancellation of results.**

It is important to note that Verve College may cancel or withhold your results if there is basis to question the validity of the results for any reason, notwithstanding the lack of any evidence of your personal involvement in irregular activities and /or for your failure to adhere to the Confidentiality Agreement.

Evidence of invalid results may include, but is not limited to the following:



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- Unusual response patterns
- Unusual score increases from one exam to another
- Observed irregular behavior or misconduct
- An apparent discrepancy in, or falsification of, a test taker's identification
- Failure to obey **exam administration rules**

Reference from <https://www.ncbsn.org/1268.htm>

I have read the academic dishonesty policy. I understand that non-adherence to any single policy will result in dismissal or cancellation of exam results and or dismissal from the program.

By signing this document I am acknowledging and accepting test taking policies & procedures outlined above.

Student Signature

Instructor Signature

Student Name

Instructor Name

Date