# Testing procedures

Version 23

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## Faculty, please visit the Test Centre's Faculty space for testing procedures and contact information

A proctor is a person who guides you through the testing process and monitors you for the duration of the test.

Students requiring academic accommodations must make arrangements through Accessible Learning Services.

# In-person Testing Procedures

Students are required to follow these procedures:

- provide identification in the form of a Seneca OneCard, virtual Seneca OneCard or government-issued photo identification (provincial health cards are not accepted)

- all electronics and valuables can remain with the student, but must be placed at their feet in an integrity bag, which will be provided

- refrain from wearing wristwatches during the test

- food is not permitted in the testing rooms; only water in clear containers is permitted

- backpacks, briefcases or other bags are not permitted in the testing rooms

- coats are not permitted in the testing rooms

# Remote Testing Procedures

A remote proctor will use their computer device to connect with your device through a video conferencing platform to view you, your testing space and to administer the test.

You will need a quiet space, computer i.e. desktop or laptop with a reliable internet

connection, webcam and audio capabilities. Please note that you will not be able to use a Chromebook, iPad, cellphone or tablet. If a proctor is unable to clearly view you, your test environment, workspace and identification, you will not be permitted to write a test.

To participate in remote testing, students are required to follow these procedures:

- provide identification in the form of a Seneca OneCard, virtual Seneca OneCard or government-issued photo identification (provincial health cards are not accepted)
- join 15 minutes prior to their scheduled appointment with their Test Centre proctor
- remain completely alone and undisturbed in a quiet testing space for the duration of the test, with the exception of authorized test aids
- keep only permitted computer applications open during their test
- power off all electronic devices including cellphones and iPads, and keep these devices out of arms reach
- refrain from wearing wristwatches during the test

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