

Testing and Tutoring Conduct Policy

In order to use the facilities and resources in Learning Support Services (LSS) at Haywood Community College, I understand that I must adhere to the following:

1. I must maintain **ACADEMIC HONESTY** while in LSS. Academic Dishonesty will not be tolerated and is in violation of the HCC Student Code of Conduct.

For reference - Student Code of Conduct and Discipline Procedures are located on the web, in the catalog and in the student handbook. For access to the procedure, please visit the HCC website www.haywood.edu/publications.

- I am responsible for placing all extraneous belongings and materials (hats, coats, book bags, notes or papers of any kind, cell phone and other electronics, etc...) in the space provided while testing. Any extraneous items in my pockets or on my person will be considered cheating.
 - I will use only the materials allowed by my instructor for testing.
 - I will not talk or attempt to communicate with other testers in the testing room during my testing session.
 - **I understand that if I do not comply with all of the above bulleted statements, LSS staff will follow due process, notifying my instructor and the academic dean.**
 - I am aware that LSS maintains a surveillance system with cameras in the testing room.
 - I am aware that LSS staff has the right to review and collect any and all materials in my testing area, including all papers and online documents.
2. **PERSONAL CONDUCT:** I will do nothing which impedes the positive learning and work environment in all areas of the LSS: testing room, tutoring room, classroom, offices, and hallways (e.g. loud talking in the tutoring room, misuse of equipment).
 3. I must provide a **photo ID** in order to test. This applies both to HCC students and to students who are testing from other institutions or organizations.
 4. I should make appointments in advance to test. If the LSS has space available, some limited testing on a first-come, first-serve basis is possible; however, appointments take first priority.
 5. I understand unforeseen events may happen (power failure, computer failure, evacuation, etc...) that require the rescheduling of tests.
 6. If I do not make an appointment and drop in at the LSS to take a test, I agree to the time limit for the computer or space for testing with-in the appointment-scheduling structure.
 7. I understand that I must complete an application to receive tutoring services.
 8. I will not present myself for tutoring services during a time in which I have a scheduled class meeting. I understand that the instructors and assistants in the lab may not tutor me during those times.
 9. I understand that lab instructors and assistants may not provide assistance with homework.