

TEAS Testing Room Procedure and Signature Sheet

PLEASE BRING SIGNED COPY OF THIS FORM TO THE TESTING ROOM

TEAS Test Room Rules and Sign-In Procedures:

- Plan to arrive at the assigned room at least 15 minutes prior to the scheduled start time of the test
 - No candidates will be allowed to enter the computer lab once the proctor begins reading the instructions.
 - No refunds will be issued by ATI. No exceptions will be made to this policy.
- Be must show a valid, unexpired ID—one with your photograph and signature (e.g.: driver's license or passport).
 - Photo ID credit cards or WVNCC student ID will not be accepted as photo ID.
 - Any candidate providing false identification or misrepresenting his or her identity at any time will be dismissed from the testing room and the original candidate will not be permitted to test at any time at WVNCC.
 - ATI will be notified
- You will be asked to show your receipt for payment of the TEAS Test.
- You must be able to access your ATI Account for testing.
 - The proctor is not responsible to assist you to access that information.
 - If you are unable to access your ATI account for testing you will be asked to leave the testing center to contact ATI.
 - The test will not be delayed to assist any candidate.
 - You will not be permitted entrance once the test has been started.
- You will be given two pencils to use at the computer with 2 sheets of blank scratch paper.
 - The pencils and paper must be returned/submitted prior to leaving the testing area.
 - Unauthorized scratch paper may not be used during testing.
 - No personal calculators may be used during an examination.
- The following are prohibited items that can NOT be brought into the testing room, but are not limited to:
 - Food/Beverages
 - Books/Papers/Highlighters/Rulers/Notes/Earplugs (except for sponge type plain)/Calculators (including watch calculators)
 - Cell phones/Recording devices/Cameras/Headphones/Smart Watches/Any other electronic devices or reference materials
 - Any hat with a bill or brim unless it is worn for a religious or medical reason/Any article of clothing, jewelry, or accessory that may contain any information (whether as a design or otherwise) that may be reasonably related to the assessment.

- Sleeves and pant-legs may be asked to be pulled up. Coats, hoodies and sweatshirts will be asked to be removed.
- **You will NOT have access to any purses, cell phones, or backpacks during the exam.**
 - These items must be placed in a designated area provided in the testing room. If you must access a personal item, such as an item needed to take to a restroom, this is allowed. However, if you access anything else from the secure area (cell phone, backpack, study notes, etc.), your test will be invalidated.
- All electronic devices must be turned off while in the testing area.
 - If your cell phone rings or makes any noise while in the testing area, your test will be invalidated and your fees will not be refunded.
 - If you access, check, or turn on your cell phone at any time during your test session (including your break), your test will be invalidated.
 - WVNCC, its affiliated companies, agents, or contractors will not assume responsibility for the loss, theft, or damage to any prohibited electronic device or other personal property brought into the testing center or left in your car.
- You will not be permitted to print your results in the testing center.
- No discussion will occur in the testing center after the completion of the test.
- Visitors are not permitted at any time in the testing room.

IF YOU ARE FOUND TO HAVE VIOLATED THE ABOVE POLICY OR ACCESS PROHIBITED ITEMS IN ANY WAY, YOUR SCORES WILL BE INVALIDATED AND NO REFUND WILL BE ISSUED.

Signature: _____

Date _____