Student Success Center Testing Policies

Checking-in at the Information Concierge Desk:

1) Photo ID
A photo ID, such as a driver’s license, state ID, passport, military ID, or a college ID is required and must be presented upon demand by test center personnel.

2) Personal Property
Place ALL items in the provided bookshelf or underneath the desk you have been assigned as instructed by the proctor.

3) Restricted Items
Calculators, language translators, textbooks, ebooks, notes, and/or crib sheets are, considered restricted items and may only be used with instructor permission. Test center staff, and proctors have the authority to inspect any restricted items before allowing its use during a test. We reserve the right to inspect restricted items at any time, in order to preserve the integrity of a test.

4) Unauthorized use of Restricted Items
Such use is a violation of the Academic Dishonesty, cheating and plagiarism section of the UHM Student Conduct Code. We will stop your exam and thoroughly investigate all cheating incidents. A report will be filed with your instructor and department chair.

5) Student Responsibility
Read your course syllabus and understand all exam instructions before taking your test.

Inside of the Exam Proctoring Room:
Please be aware of the following rules and policies that are strictly enforced.

- No food or drink inside of the proctoring room.
- You must present and turn off your cell phone before entering 129. Empty your pockets of all belongings, give the Proctor your photo ID and the exam slip before being assigned to your testing station.
- There is NO talking in the exam proctoring room. Please raise your hand or send a message to the proctor on duty if you have any technical difficulties with Laulima.
- For online exams, the proctor must see you submit the exam before leaving 129.
- Your patience during busy times is greatly appreciated as one proctor is serving several students at once.
- There are no bathroom breaks allowed unless your instructor has specified otherwise.
- Know what supplemental materials to bring before entering room 129. Items such as: headphones, pencils, pens, calculator, digital timer, etc; are provided on a limited basis.

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