



**Graduate Student Accessibility Services at OSU Center for Health Sciences  
 Testing Policies and Procedures**

- The Testing Center is in the Medical Library behind the front desk. Check-in with a library staff member on arrival. Students with approved testing accommodations shall arrive at the medical library testing center with their login information at least 10 minutes prior to their scheduled exam start time.
  - OED provides a staff member to meet the student at the testing center in order to ensure they can begin the exam without issue. If you cannot keep the appointment you made to take your test, **you must call the library to cancel your appointment ahead of time** at 918.599.5298 so the Library staff can cancel the OED staff member.
  - Graduate students may bring their own electronic devices for testing however, there are also eight iPads, and a charging cart available. Software for all exams should already be installed on iPads to prevent delays when students begin exams.
- If the use of textbooks, notes, and/or scratch paper is allowed by your instructor, you must provide written notification from your professor with a signature or notification from the instructor’s okstate email account to the Medical Library front desk upon check in. Without verified written consent, these aides will not be allowed.

Examinees will be monitored by camera while in the testing room; any appearance of cheating will be investigated, and an irregularity report will be filed and reported. **Cheating on exams is not tolerated** by Oklahoma State University’s Center for Health Sciences. If a student is caught cheating, the student’s course director will be notified immediately.

**Student Instructions**

- Bags, phones, smartwatches, and all electronic devices must be stored in a locker just outside the Testing Center. Keep the locker key with you during the exam.
- No food, only water.
- Enter the room quietly. No talking in the testing room.
- Video recording begins on motion.
- Fill out the sign-in sheet.
- Record your locker key number.
- Use the numbered carrel that corresponds to the numbered iPad.
- Once the test begins, do not leave the room before submitting the test unless using the restroom or in case of an emergency. Only one test-taker may use the restroom at a time.
- After completing and logging out of a test, return the iPad back to the charging station or give the paper-based test to the front-desk staff member. Record your time on the sign-in sheet and put used scratch paper in the scratch paper disposal box.
- Ask the front desk staff member for help if you experience any issues and they will contact IT, OED, or your instructor if needed.
- Retrieve your belongings from your locker and return the locker key to the front desk staff member. Mark the locker key “returned” on the sign-in sheet.

**My signature is verification that I have read, understand, and will adhere to the above explained policies.**

**Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_