

# U.S. Military National Testing Center

## **POLICIES AND REGULATIONS**

### **Items not allowed in the Testing Room**

The following items are strictly prohibited unless an approved exception has been specified by CLEP Services. Candidates who arrive at the test center with such testing aids may not bring them into the testing room.

- Calculators (a calculator function is built into the software for those tests that require calculator use).
- Cellular phones( e.g. , BlackBerry, Android, iPhones) or any other communication device
- Food, Beverages, or tobacco products
- Hats (unless worn as a religious requirement)
- Calculator watches
- Digital watches (wrist or pocket), alarm watches, or wristwatch cameras
- Dictionaries, books, pamphlets, reference materials
- Papers of any kind (except for authorized scratch paper provided by the center)
- Slide rules, protractors, compasses, rulers
- Highlighter pens and/or colored pens and pencils
- Listening devices, radios with headphones, recorders, iPods
- Copying or photographic devices
- Transmission or receiving devices
- Mechanical pencils or any type of pen
- Non-medical electronic devices (laptop computers, digital assistants)
- Candidate-provided keyboards
- Any other unauthorized testing aids

Backpacks, fanny packs, purses, wallets, outdoor wear, and any other personal items should be placed under the candidate's chair, in a locker, or in another location such that a test administrator would be able to notice if the candidate attempted to access the items.

Candidates arriving at the test center with prohibited items must be told that they cannot bring them into the testing room. However, if candidates do not have access to a safe place to leave such items, (e.g. car or locker) they may, at their discretion, place them under their chairs. Any such items that you permit to be placed under chairs, e.g., pagers, cellular telephones, or similar devices, must be turned off. Test administrators will not be responsible for holding or safeguarding candidates' personal possessions.

### **Items allowed in the Testing Room**

- Personal identification, including credit card
- Scratch paper provided by the test center at the time of testing
- Pencil (non-mechanical)
- Devices permitted as authorized testing accommodations for candidates with disabilities