

UAMS Academic Affairs Policy – 2.2.16



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs Subject: Testing Center Student Procedures and Expectations
Number: 2.2.16

Date Approved (Council of Deans, Provost):

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PURPOSE

The University of Arkansas for Medical Sciences (UAMS) is committed to providing a secure, fair, and accessible environment that supports academic success and protects the integrity of the examination process. The purpose of this policy is to establish student responsibilities and expectations for individuals testing in the UAMS Testing Center and to promote consistency in testing procedures while supporting academic integrity.

SCOPE

This policy applies to all current students, prospective students, employees, and any other individuals utilizing the UAMS Testing Center for examinations. All individuals testing in the Testing Center are expected to comply with this policy and any additional instructions provided by Testing Center staff.

DEFINITIONS

Prohibited Electronic Device: Any electronic or wearable device capable of recording, transmitting, receiving, displaying, storing, or accessing information unless specifically authorized by the instructor or approved as an accommodation. Examples include, but are not limited to, cellular phones, wearable technology, smart glasses, smart watches, fitness trackers, tablets, laptops, and electronic communication devices.

Testing Center: The designated UAMS facility responsible for administering examinations in accordance with university procedures and instructor-approved testing conditions.

POLICY

I. General Expectations

- a. The Testing Center exists to provide a secure, standardized, and distraction-reduced

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testing environment for all examinees. Individuals utilizing the Testing Center are expected to conduct themselves in a manner that promotes academic integrity, respects fellow examinees, and complies with all Testing Center procedures.

- b. The Testing Center may establish and implement operational procedures that are consistent with this policy to ensure the efficient administration of examinations, maintain examination security, and support the daily operation of the Testing Center. Such procedures shall not conflict with this policy or approved student accommodations.
- c. Testing Center staff are authorized to implement and enforce this policy to maintain the security and integrity of the testing environment.

II. Arrival and Check-In

- a. Students should arrive at least fifteen (15) minutes prior to their scheduled examination time to allow sufficient time to complete the required check-in procedures.
- b. Students are expected to begin their examination at the scheduled start time. Students arriving more than ten (10) minutes after their scheduled testing appointment may forfeit their reserved testing time. The student's instructor or college will be notified, and any decisions regarding rescheduling or make-up examinations will be made by the instructor or college.
- c. Students should use the restroom and complete any personal preparations before beginning the check-in process. Once the check-in process has been completed, students are expected to immediately secure their belongings and begin their examination.

III. Identification Requirements

- a. Valid identification is required before admission to the Testing Center.
- b. UAMS students and employees must present a valid UAMS identification badge.
- c. Individuals who are not affiliated with UAMS must present a current government-issued photo identification.
- d. Testing Center staff may deny admission to any individual who is unable to provide appropriate identification.

IV. Personal Belongings and Locker Procedures

- a. All personal belongings must be secured in an assigned locker before entering the testing room.
- b. Personal belongings include, but are not limited to, backpacks, purses, bags, wallets, food, beverages, notes, outerwear not permitted during testing, and all prohibited electronic devices.
- c. Students will surrender all prohibited electronic devices to Testing Center staff before testing. Devices will be secured in a designated locked storage area within the Testing Center office for the duration of the examination.
- d. Students will receive an assigned locker key for personal belongings and a key for secured electronic device storage. Students are responsible for safeguarding these keys throughout the examination. Keys must remain with the student during testing unless temporarily surrendered to Testing Center staff during an approved restroom

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break.

- e. Following receipt of locker keys, students must immediately secure their belongings, return to the testing room, and begin the examination. Students may not delay the start of an examination to study, organize materials, access electronic devices, or engage in other activities unrelated to testing.
- f. Only materials specifically authorized by the instructor or Testing Center staff may be brought into the testing room.

V. Electronic Devices and Wearable Technology

- a. Prohibited electronic devices are not permitted within the Testing Center unless specifically authorized by the instructor or approved as an accommodation.
- b. Students may not enter the Testing Center wearing smart glasses, AI-enabled glasses, smart watches or other wearable electronic devices capable of recording, transmitting, receiving, displaying, or storing information.
- c. Students who require corrective lenses are responsible for bringing a standard, non-electronic pair of eyeglasses for testing. Individuals who arrive wearing only smart glasses will not be permitted to wear those devices in the Testing Center but may test without corrective lenses if they choose.
- d. Testing Center staff reserve the right to inspect any item brought in to the testing room to ensure compliance with Testing Center procedures and instructor testing requirements.

VI. Conduct During Testing

- a. Students are expected to maintain a quiet testing environment and avoid any behavior that may distract others.
- b. Conversation is prohibited within the testing room and in the locker area except when communicating with Testing Center staff regarding testing-related matters.
- c. Students shall comply with all instructions provided by Testing Center staff throughout the examination.

VII. Restroom Procedures

- a. Students are encouraged to use the restroom before completing the check-in process.
- b. If a restroom break becomes necessary during an examination, students must sign out before leaving and sign back in upon returning. Only one student per exam may leave for a restroom break at any given time unless otherwise authorized by Testing Center staff.
- c. During a restroom break, students must temporarily surrender their locker keys to Testing Center staff. Upon returning, students will receive their keys and resume testing.

VIII. Academic Integrity

- a. Students are expected to comply with all applicable UAMS academic integrity requirements and the UAMS Student Code of Conduct.
- b. Any suspected violation of academic integrity, possession or use of unauthorized materials or devices, failure to follow Testing Center procedures, or other behavior

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that may compromise examination security will be documented by Testing Center staff and reported to the student's College for review and appropriate action under applicable university policies.

IX. Students with Approved Accommodations

- a. Nothing in this policy supersedes accommodations approved through the UAMS Disability Services Office or other authorized university process.
- b. Students with approved accommodations will continue to receive those accommodations while testing in the Testing Center. Testing Center staff will implement approved accommodations in accordance with official accommodation documentation.

X. Failure to Comply

- a. Failure to comply with this policy, refusal to surrender prohibited electronic devices, possession of unauthorized materials, failure to follow Testing Center staff instructions, or other conduct that compromises the security or integrity of the testing environment may result in denial of admission to the Testing Center, dismissal from the examination, confiscation of prohibited items for the duration of the examination, notification of the student's instructor or college, and referral for review under applicable university policies.

By utilizing the UAMS Testing Center, individuals acknowledge that they have read this policy and agree to comply with all Testing Center requirements and instructions provided by Testing Center staff.

REFERENCES

UAMS Administrative Policy 4.4.21 – Identification Badges

UAMS Administrative Policy 2.2.14 – Student Code of Conduct