

BU FOREIGN LANGUAGE PLACEMENT TEST POLICIES

1. If you require testing accommodations, you must contact the **Office of Accommodative Services for Students with Disabilities** (www.bloomu.edu/accommodative-services) or ltomash2@bloomu.edu, and provide the required documentation in order to schedule a test date/time to complete the Foreign Language Placement Test in their office.
2. You are required to obtain a visitor's parking permit from one of the following locations: **Buckingham Maintenance Center, University Police Department, or Carver Hall**, and display it in your vehicle if you arrive on campus **before 5:00 PM Monday-Friday**. (Please refer to the visitor's parking permit for parking area regulations). See: <http://www.bloomu.edu/testing-parking> for a campus map and directions.
3. If you arrive **after 5:00 PM Monday-Friday or anytime on the weekend (Saturday or Sunday)**, a visitor's parking permit is **not required**.
4. You must arrive 15 minutes prior to my scheduled appointment time to allow time for the check-in process.
5. One form (**must include photo**) of current ID is **required**. **Acceptable forms of IDs:** *College ID, Driver's License, High School ID, State or Federal ID, Passport, Tribal ID, Naturalization card or Certification of Citizenship.*
6. You must know your six-digit BU ID # and BU e-mail address for testing purposes.
7. This is a short, 20-40 minute test; however, there is no time limit.
8. Assistance from the proctor in answering test questions is prohibited; however, you may notify the proctor for general inquiries.
9. You must raise my hand once you are finished testing, in order to receive a printed copy of your individual score report for your records.
10. If you have questions regarding your test results, you must contact Professor C. Donahue, Department of Language and Cultures (570) 389-4714 or cdonahue@bloomu.edu.
11. You understand and agree to abide by the BU Testing Center's rules:

- a) Photo ID is required for specific testing.
- b) Only exam candidates are allowed into the testing room.
- c) Test Center staff cannot watch unattended children. Make childcare arrangements prior to arriving for your test appointment.
- d) Food and beverages are not permitted in the testing room.
- e) Electronic devices, mechanical pencils and personal items must be stored outside the testing room in the lockers provided. All electronic devices must be turned off.
- f) Examinees may not take notes out of the testing room.
- g) Calculators are permitted for specific tests. Personal calculators will be inspected before use is permitted.
- h) Open book/open note testing is only permitted for authorized tests.
- i) Once a test is issued it must be completed in one sitting. You may not leave the testing room for any reason.
- j) Different testing programs have different rules.
- k) Talking is not allowed in the testing room.
- l) Videotaping of some exam administrations is conducted.
- m) Acts of dishonesty are subject to disciplinary action and will be reported.
- n) If you smoke or wear excessive perfume or cologne or exhibit and strong-smelling odors on the day of your exam you may be asked to reschedule your exam. These odors may be disruptive to other examinees and those with allergies.
- o) Please complete the Testing Services comment card, so we may improve our service.
- p) Please remember to return the key to the locker after testing is complete.

12. You understand that the testing center offers exam services to multiple agencies. There may be other individuals in the testing room who are sitting for different exams. The rules for their exams may be slightly different than the rules for my exam in terms of exam time, and what is and is not allowed at their testing station.
13. You understand that the testing room temperature can be unpredictable; and will bring or wear layered clothing to adapt to a cooler or warmer climate in the testing room.