I understand that the use of the Michigan Tech Testing Center has the following conditions:

- I will be continuously monitored during my appointment.
- I consent to video and audio recording of my exam session and to the examination of the video and/or audio recording of my exam session.
- I will follow the instructions of the proctor, represent myself honestly, and conduct myself quietly to avoid interfering with the performance of other examinees.
- I will only use authorize electronic devices.
- I will not open software programs on the computer provided by the Testing Center unless instructed by the proctor.
- I will neither give nor receive any form of unauthorized assistance during the examination or during any breaks.
- I will not bring into the testing room any unauthorized items such as, but not limited to, food, drinks, purses, briefcases, backpacks, cell phones, pagers, notes, note pads, photographic equipment, or any other electronic devices.
- If I have questions of concerns about the exam environment, I will quietly notify the proctor by raising my hand.
- I will report all problems related to the Testing Center, proctor, or computer delivery of the exam to the proctor or test administrator immediately.
• I will allow Testing Center staff 30 minutes to resolve any technical problems that may arise (including power failure). After that time, the rules of the specific exam I am taking will govern how to proceed.
• I will sign in and out every time I enter or leave the testing room per the rules of the specific sponsor.
• During testing, the exam timer will remain running during any unscheduled breaks; therefore, it is in my interest to use the restroom or otherwise address personal needs prior to beginning my exam.
• I will remain in the Testing Center and may leave only with the permission of the proctor to use the restroom facilities that are closest to the Testing Center. I will not leave the building.
• I will not access a phone or my personal belongings, except in the case of an emergency. Under such circumstances, I will notify the proctor before accessing a phone or my personal belongings.
• I will return all materials, including scratch paper and locker key, provided to me by the proctor when I have completed my examination and before I leave the Testing Center.

Printed name: _______________________________________

Signature of examinee: ________________________________

Date: _______________________________________________

Note: Terms and conditions based on those from the Association of Legal Assistance Paralegals