

## TEST TAKER INFORMATION GUIDE

Please note this information guide outlines the general rules of the MITT Test Centre. When exam providers have requirements that differ from these rules, the exam provider's directives will override the general rules of the Test Centre.

### Before you arrive

- Test takers who require exam accommodations must make these arrangements with their exam provider first, then confirm accommodation details with the MITT Test Centre at least 7 business days prior to the day of the test.
- Please do not arrive for a test if you are sick or have any symptoms of illness. Wearing masks while on MITT campus is at the discretion of the individual. MITT reserves the right to reinstate the mask mandate and other public health related orders in the future as required.

### The day of your test

- Visitor parking is free for Test Centre users and is monitored by Impark. You must register your vehicle license plate at Reception or risk being ticketed or towed. Please do not park in the designated parking for MITT students and staff as a visible parking pass is required to use these areas. If visitor parking is full, street parking may also be available.
- If applicable, invigilation fees must be paid at the Reception before visiting the Test Centre and the payment receipt shown to the invigilator before sitting for an exam.
- Companions, including children of test takers, are not permitted in the Test Centre. Arrangements should be made to wait for test takers off campus while testing is taking place. Exceptions include the pre-approved support of an accommodation provider.
- Valid, (non-expired) photo identification with a signature is required for all tests - no exceptions. Accepted forms of ID are: Provincial Driver's License, Passport, Permanent Resident card, Indian Status Card, Provincial Identity Card. The name and photo on the identification must identically match that of the person who is registered for the exam. If your ID does not contain a signature field, a second piece of identification with your name and signature will be required (e.g., valid credit card or bank card).
- Note: one piece of ID as above is always required, however some exam providers may have additional identification requirements. Please be sure to inquire with your exam provider prior to arriving at MITT for your test.

### Personal items

- No personal items are permitted in the Test Centre. Lockers for personal items including coats, bags, purses, backpacks, hats, wallets, watches, and phones, etc.

will be provided at no charge for the duration of the exam. Lockers must be emptied at the conclusion of the exam.

- Note: Several exam providers do not permit hoodies in the test room. Please confirm this with your provider before arriving.
- No bulky indoor or outdoor clothing is permitted in the Test Centre. (this includes but is not limited to puffy vests, oversized sweaters or jackets, snow pants etc.).
- No electronic devices are permitted in the Test Centre. Cell phones, tablets, laptops, watches, or other Bluetooth-enabled devices may not be transmitting during an exam and **must be totally powered OFF** (*not placed on silent or airplane mode*). These items will be secured in the locker provided.
- No food or beverages other than water are allowed, and only if permitted by your exam provider. Water bottles must be clear or transparent, and free of labels. They cannot be refilled once a test has started.
- Whether materials or resources are allowed is solely at the discretion of the exam provider and may include stationary items such as a pen, pencil, eraser, scratch paper, etc. If permitted, stationary items will be provided by the Test Centre and must be returned to the invigilator at the conclusion of the exam. This includes all assigned scratch paper that was or was not used during the exam. The use of additional resources such as study guides, notes, books, calculators etc. will be determined by your exam provider.

#### Test room security

- Test takers are continually monitored via live camera and during regular test room walk throughs. All test sessions at the MITT Test Centre are recorded. Recordings are retained for a period of 30 days and will be used for no other purpose than to monitor the testing area to ensure the proper administration of your exam.

#### Taking your test

- **Once inside the testing room, talking with other test takers, reading aloud, or making unnecessary noise is strictly prohibited.**
- Test takers will be given a choice of using either noise cancellation earmuffs or foam ear plugs to assist with any external noise while in the Test Centre.
- Exam invigilators cannot assist with test questions or provide clarification of exam content.
- Test takers are expected to complete their exam without requiring breaks or needing to leave the Test Centre (e.g., washroom, phone calls, etc.). Exam providers may permit regulated washroom breaks and allow accommodations for requested access to food and/or medicine. Please check with your exam provider to request an accommodation and confirm that the accommodation is granted prior to your exam session.