



This test taker information guide outlines the general rules of use for the MITT Test Centre. When testing regulations of an exam provider differs, their directives will override those 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 in the Test Centre is permitted, however masks are subject to removal for identification purposes and must then remain on the face for the duration of the exam.

### The day of your test

- Visitor parking is free for Test Centre users and is monitored by Impark. License plates must be registered upon entry to avoid vehicles being ticketed or towed. Visitor parking is located on the right when facing the front entrance of 67 Scurfield Blvd. Please do not park in areas designated for MITT students and staff along the side of the building as a visible parking pass is required to use these areas. If visitor parking is full, street parking may also be available.
- All fees must be paid in full before using the Test Centre.
- 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 pre-approvals for an accommodations provider.
- Valid (non-expired), government issued, photo identification with a signature is required for all tests - no exceptions. 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 may 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 require additional identification. 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 the storage of 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.
- No personal items may be accessed until the exam has concluded.

- 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, scarves, gloves, snow pants, etc. Some exam providers do not permit hoodies to be worn in the test room. Please confirm this with your provider before arriving.
- 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 should be left at home or they must be secured in the locker provided after being fully powered off.
- Food, beverages, and chewing gum are not allowed inside the Test Centre. If permitted by your exam provider, water in a clear or transparent bottle that is free of labels may be allowed.
- 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 used for no other purpose than to monitor the testing area and 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 needing to leave the Test Centre (washroom, phone calls, etc.). Exam providers may permit washroom breaks and allow accommodations for access to food and/or medicine. Please request accommodations with your exam provider and confirm that the accommodation is granted prior to your exam session.
- MITT is committed to providing a safe environment for all staff. Any form of physical or verbal abuse, harassment, threats, or intimidation against employees is unacceptable and strictly prohibited. Violations will result in immediate action, including potential removal from the premises, service restriction, or legal action.