

- Secure testing materials will not be removed from the test center (except to return to client/sponsor) unless otherwise authorized.
- Follow the prescribed procedure for documenting and investigating the disappearance of any test materials and equipment.
- Ensure that test-takers are not assisted in answering test questions by any means.

### **Test Center Changes**

It is very important to keep the test center information current with all client/sponsors. Changes which affect the contract between the college and the client/sponsor must be cleared through the Purchasing and Procurement office. The protocol for changing test center information varies but the ITA is responsible for ensuring that the necessary changes are made.

## **SECTION 2 – POLICIES AND PROCEDURES**

### **Policies**

#### **Identification Requirements**

Candidates are required to provide at least one valid form of identification. The ID must be government-issued and non-expired. It must also include the test-taker's name, signature and photograph. A candidate will not be seated for an exam unless he/she provides a valid ID. In some cases, a second identification may be requested.

#### **Acceptable Forms of Primary Identification**

- Passport
- Government-issued driver's license or learner's permit
- State identification card
- Permanent resident card
- Military identification card

#### **Unacceptable Forms of Primary Identification**

- High school or college identification card
- Employee identification card
- Credit card with photo
- Membership cards to organizations
- Birth certificate
- Social security card

When dealing with ID issues, create an incident report if a candidate is turned away. Be as specific as possible when opening incidents regarding ID issues. If the candidate arrived with insufficient ID, explain what ID the candidate did and did not have and why the ID was disqualified.