CASAS
TESTING GUIDELINES

BEFORE YOUR TEST
- Arrive at least 15 minutes before your scheduled testing time.
- Bring a valid, physical (not digital), unexpired photo ID.
- Children and guests are not permitted in the testing area.
- Studying is not permitted inside the testing center.
- Testing accommodation must be approved before the scheduled appointment.

ACCEPTABLE FORMS OF IDENTIFICATION
- Government-issued driver's license
- U.S. Department of State driver's license
- U.S. learner's permit
- National, state, or country identification card
- Passport
- Passport card
- Military ID
- Military ID for spouses and dependents
- Alien Registration
- Government-issued local language ID
- Employee ID
- School ID

PERSONAL BELONGINGS
- Store all personal belongings in the designated locker or secure area before entering the testing room.
- Turn off and store all electronic devices, including cell phones, smartwatches, earbuds, glasses equipped with cameras, and other electronic devices.
- Bags, purses, wallets, coats, hats, books, notes, food, and drinks are not permitted in the testing room.
- The testing center is not responsible for lost, stolen, or misplaced personal belongings.

CHECK-IN PROCEDURES
- Students will be asked to empty their pockets and roll up their sleeves.
- Show that no electronic devices are being worn.
- Follow additional security screening procedures as directed by the proctor.
- Sit only at their assigned computer station.

DURING THE TEST
- Remain quiet and do not communicate with other students.
- Eating, drinking, chewing gum, smoking, or creating unnecessary noise is prohibited.
- Follow all instructions provided by the proctor.
- Do not begin writing on any testing materials until instructed.
- Use only the materials provided or approved by the proctor.
- Raise your hand if you need assistance, additional materials, or experience a technical issue.
- Proctors can assist with technical or procedural questions but cannot answer questions about test content.
- Students may be monitored throughout the testing session.

COMPLETING THE TEST
- Remain seated after completing your test and raise your hand.
- The proctor will verify that your testing session has ended properly.
- Return all testing materials before leaving.
- Do not copy, photograph, remove, share, or discuss any test questions or answers.

MISCONDUCT
- Cheating or attempting to cheat.
- Using unauthorized materials or electronic devices.
- Communicating with other students during testing.
- Failing to follow instructions from the proctor.
- Disruptive or inappropriate behavior.
- Failure to follow these guidelines may result in dismissal, invalidation of the test, reporting of the incident, and possible restrictions on future testing.

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