Testing Lab Student Acknowledgement Form

Please read/initial the information below and sign.

Testing Manager: Ricardo Suarez • Email: UCFConnectTesting@ucf.edu

___ I am aware that I may come in 15 minutes prior, or up to 15 minutes after my scheduled appointment. I may only check in within this 30 minute window for my exam. If I am late, I may not be given a seat.

___ I am aware of the Testing Center hours of operation, and I will schedule my tests to be able to complete them within these times. The Testing Center will not remain open later than stated if I am not done with my test by the time the center closes.

___ The Student guide for the Keon Testing Center includes valuable information, including testing materials guidelines. http://business.ucf.edu/centers-institutes/keon-testing-center/ktc-student-guide/

___ I am aware that I need to present my UCF ID to the exam proctor prior to taking each exam, and that it will be returned to me upon completion of the exam, as a form of check-in/check-out.

___ If I am unable to provide a UCF ID while checking in for my exam, the proctor may allow me to provide another form of valid photo ID, such as a state driver’s license, one time only. UCF IDs can be obtained at any UCF campus.

___ In the event I have to leave the room during an exam, I will submit the exam as completed and my exam is over. If there is an emergency, testing staff will notify the faculty of the emergency situation as quickly as possible. It will be my responsibility to follow up with the faculty for further direction.

___ I am aware that I need to know my UCF Webcourses login (NID and myUCF password) to access my exam.


___ Testing contacts, and testing center information are located at: https://connect.ucf.edu/testing-centers/

___ I cannot make a same-day test appointment. Appointments close 24 hours before each exam window.

___ I cannot make appointments for multiple tests in the same time slot, or take more than one test in a single appointment.

___ I am aware that I may need to purchase a parking permit at my testing campus.

___ I am aware that the test schedule and Testing Center hours of operation are subject to change without notice.

___ I am only allowed to have and utilize those materials specified by the instructor. NO personal items are allowed in the testing center, including cell phones, purses, hats, food, drinks, watches, other electronics etc.,

___ Programmable/graphing calculators (e.g. TI-83, TI-84) are NOT allowed for any COBA exam.

___ The testing lab and its computers may be under video surveillance and my actions may be recorded at any time during the exam.

___ Children are not allowed in the testing lab or to be left unattended on the college campus.

___ If my instructor reschedules my exam there must be a proctor available. I must arrange this with the testing manager via email: UCFConnectTesting@ucf.edu

___ The testing manager corresponds with students via the UCF Knights email system ONLY.

___ In case of an emergency, I must email my Professor and the testing manager of my situation ASAP.

Print Name Legibly: ____________________________ ____________________________

Signature: ___________________________________________ Date: ____________

If you want a copy of your acknowledgement form, submit an email request to UCFConnectTesting@ucf.edu.