
***The Office of Judicial Affairs
and Academic Integrity***

This office supports the educational mission of the university by educating students about appropriate behavior and fostering a community supporting academic success. The office takes the lead in enforcement of university policies, as outlined in the Virginia Commonwealth University Rules & Procedures and the VCU Honor System. The Office of Judicial Affairs and Academic Integrity works in conjunction with university offices to also administer the policies for residence halls, off-campus student conduct, the VCU Alcohol and Drug Policy, the Student Sexual Misconduct Policy and the Computer and Network Resources Use Policy.

Academic integrity

All students are bound by the VCU Honor Policy and the honor pledge is posted in each testing room. If a student is suspected of violating the VCU Honor Policy, the appropriate officials will be notified.

MCV Campus Testing Center

**Division of Health Careers/Education
and Special Services for Students**

*Virginia Mechanics Institute (VMI) Building
Suite 210*

*1000 East Marshall Street
Richmond, VA 23298*

Primary Contact: Dawn Chinn

804-827-2929

chinndd@vcu.edu

Main Office: 804-828-9782

VCU

Virginia Commonwealth University

MCV Campus

***MCV Campus
Testing Center***



***1000 East Marshall Street
Virginia Mechanics Institute
(VMI) Building
Suite 210***

804-828-9782

Purpose

The MCV Campus Testing Center was originally implemented to provide a quiet area for students with approved testing accommodations.

The Testing Center is available to administer make-up exams for all students on the MCV Campus when permissible.



Hours of operation

Students, faculty and staff may schedule exams to be taken Monday through Friday. Every attempt will be made for students to take their exam as scheduled by the course instructor. Flexibility for scheduling is available as permissible.



Student responsibility

Students who require exam modifications such as extended time, auxiliary aids, readers, scribes, proctors, interpreters or print enlargers should make arrangements for those modifications through the Office of Special Services for Students on the MCV Campus. If such accommodations are approved, it is the responsibility of the student to make arrangements to use the Testing Center on the MCV Campus. Testing accommodation requests must be made at least one week prior to the exam date so that appropriate arrangements can be made. Students with approved accommodations are strongly encouraged to arrange testing dates at the beginning of each semester.

Students using the Testing Center to take a make-up exam should contact the Testing Center as soon as the make-up exam is approved by the instructor or other appropriate school official. Every effort will be made to schedule make-up exams; however, first priority of testing space will be given to those students requiring exam accommodations.



Faculty and staff responsibilities

It is the responsibility of the university faculty or staff member to ensure that the exam(s) are provided to the Testing Center prior to the testing date. Arrangements for pick-up and drop-off of exams should be made by contacting Dawn Chinn at chinndd@vcu.edu or 804-827-2929. The office is located in room 201 of the VMI Building at 1000 E. Marshall St.

Policies

- All belongings must be left in plain sight of the proctor. Book bags, note books, etc., are not permitted inside a testing room without written permission from the instructor either by e-mail or on university letterhead.
 - Documents considered “permitted” by the instructor are subject to inspection at any time.
 - Pagers, laptop computers, PDA’s and cell phones are not permitted in the testing room.
 - Students must be escorted to their testing room by the proctor.
 - Access to computers in the testing rooms is limited to students taking computer exams.
 - The Testing Center is not a study area; however, students may be given a few minutes to review their notes prior to entering a testing room or receiving the exam.
 - Proctors are not permitted to extend the time limit for an exam. All documents, including bubble sheets, will be collected at the end of the allotted time.
 - If you are going to be late for your exam please call (804) 828-9782. If you do not call and are more than 15 minutes late, the amount of time to take your exam may be modified.
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