



Kōkua `Ike: Center for Student Learning Test Administration Procedures & Guidelines

All students taking an exam at Kōkua `Ike: Center for Student Learning must adhere to the following guidelines. If you need assistance in understanding the procedures & guidelines, please feel free to ask before you start your exam. Once you start your exam, you are bound to this agreement.

1. You will be required to show a Chaminade University of Honolulu Student ID Card.
2. Personal belongings (i.e., all bags, cellular telephones, smartwatches, books, notes, calculator, etc.) and other items not required for the exam will be placed away from the testing site.
3. Private rooms are only available on a limited basis. You are not guaranteed a private room unless specific accommodations are required. Staff reserve the right to have students take exams at tables in the main room. Disposable earplugs are available upon request.
4. There will be no breaks once your exam has started. No exceptions! If you leave Kōkua `Ike during your exam, your text will be confiscated and your instructor notified.
5. During the exam, do not ask others for help. If you have a question, please bring it to the attention of a staff member.
6. You are not allowed to use a computer, dictionary, or other resources during your exams unless specified by your instructor.
7. If you are caught violating any of the testing guidelines, Kōkua `Ike staff will confiscate your exam. No warnings will be given. Violations may include, but are not limited to
 - Materials not authorized for the exam;
 - Taking unauthorized breaks;
 - Talking;
 - Cheating/Academic Dishonesty;
 - Exceeding the time limit.
8. In the event your exam is confiscated, a staff member will document the incident and notify your instructor. In addition, you will no longer be able to take exams at Kōkua `Ike: Center for Student Learning.