

Universal Testing Center  
401 Fulton St. W  
116A Devos  
Grand Rapids, MI 49503  
P: 616-331-6472 or 616-331-6474  
E: [universaltc@gvsu.edu](mailto:universaltc@gvsu.edu)



## GVSU UNIVERSAL TESTING CENTER (UTC) POLICY

1. Students seeking to take a test in the Universal Testing Center must communicate with their professor to schedule exams and get approved. To schedule an exam to be taken in the UTC your instructor must submit an exam request through the online portal and the UTC will connect with you to book a testing date and time. The submittance for testing in the UTC is required by the professor. If your professor submits and approves your exam, you will receive email notification with testing instructions such as the day, time, and location of your exam.

All exam requests must be submitted **at least 5 days prior** to the exam date.

All final exam requests must be submitted **at least 20 days prior** to the exam date.

2. All testing requests will be scheduled in one of the following time slots, closest to when the regular class is scheduled to take the test/exam:

Monday - Thursday	Friday
8:15 a.m.	8:15 a.m.
9:30 a.m.	9:30 a.m.
10:45 a.m.	10:45 a.m.
1:00 p.m.	
2:15 p.m.	
3:30 p.m.	
4:45 p.m.	

3. ***Please arrive on time for all exams.*** Testing appointments begin and end at the scheduled time. Arrive at least five minutes prior to the test time. If an individual arrives late, then the testing time will be reduced. *For example, if you are scheduled to test from 9:30AM-10:45AM and you arrive at 9:40AM you will still only have until 10:45AM to take your test. Note: If two late arrivals occur in one semester, testing privileges may be suspended.* Please also note that your instructor will be notified if you are more than 15 minutes late for your exam.

When the scheduled test time ends all testing materials, including the completed test, notes and Scantron (if applicable) will be collected promptly. Students cannot retain any testing materials.

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## **GVSU UNIVERSAL TESTING CENTER (UTC) POLICY**

4. UTC will not reschedule you for a “missed” test without notification/approval from the professor. The professor is not required to allow a makeup exam or reschedule a “missed” test. Please notify UTC via email at [universaltc@gvsu.edu](mailto:universaltc@gvsu.edu) and cc’ your professor for any submitted request that needs to be cancelled. *Note: If two “missed” tests occur in one semester testing privileges may be suspended.*
5. Please plan to use the restroom prior to beginning your exam. Bathroom breaks are not allowed during exams with the exception for a documented accommodation or emergencies. Do not leave the testing area without permission.
6. As a courtesy to the UTC proctors, please wear a mask if you are sick (coughing, sneezing, runny nose, or fever). UTC will have masks available for use. Masks must cover your mouth and nose. If you are unable to wear a mask, please notify the UTC testing team at [universaltc@gvsu.edu](mailto:universaltc@gvsu.edu) or by phone at 616-331-6472 or 616-331-6474 to make alternative testing arrangements.
7. All wireless and/or Bluetooth enabled devices (cell phones, smart watches, headphones, etc.) must be left in lockers or at the proctor desk. Purses, book bags, coats, hats, jackets, hoodies and/or scarves are also prohibited. *Exceptions will be made for religious attire if requested.*
8. Food is not allowed in the testing room. If a documented medical condition requires food, then it may be consumed outside the testing room. Please notify the testing staff if accommodations are required. *Beverages are allowed.*
9. UTC Personnel cannot clarify questions on tests.
10. Any form of academic dishonesty will forfeit testing with UTC for the remainder of the semester. Notice may also be sent to the Dean of Students office.
11. UTC Testing rooms are all under video surveillance.
12. Please note all exams are printed in black and white. If exams need to be printed in color, instructors need to provide a color copy to the Universal Testing Center prior to the student testing.