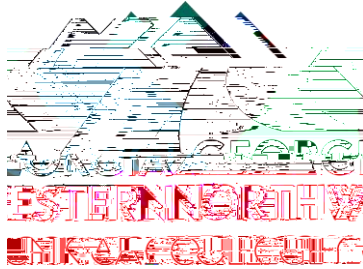


1)



- 1) Require that all students entering the tutoring lab sign into the Tutoring logbook app at the Sign-In computer.
- 2) Require that all students testing are using a GNTC computer to complete an electronic exam.
- 3) Any student requiring specialized software should contact the instructor for further assistance or Accessibility Services for assistance if applicable.
- 4) Verify the student's identity by checking GNTC photo ID or government issued photo ID.
- 5) Use Google Chrome as the recommended browser for testing.
- 6) Ensure password security by requiring the tester and surrounding students turn away while entering the password.
- 7) Do not save or remember passwords on the computer upon entry
- 8) Remind the student to completely sign out of the computer upon test completion
- 9) If academic misconduct is suspected, the tutor should gather the following information and contact the instructor and Tutoring Coordinator immediately:
 - a. Student Identity (Name/900#)
 - b. Specific Test
 - c. Course
 - d. Instructor
 - e. Proof of academic misconduct or reason for suspicion