

College of Southern Nevada Testing Center

Testing Center Rules and Regulations (Revised and Approved by the College Counsel 26th January 2026)

The Testing Center

The CSN Testing Centers provide a serene and secure testing and examination environment in line with the provisions of the CSN Academic Honesty and Integrity policy, the Student Conduct policies, and the NCTA Standards (ncta.memberclicks.net/assets/docs/Standards/standards.pdf). Please follow these rules and regulations to ensure efficiency and maintain integrity.

- **ID is required for all exams. Please be prepared to present a valid photo ID.** For proctored exams and CSN instructor exams, you will need a valid and unexpired ID: *a government-issued ID or an ID with name, picture, and either date of birth or signature.*
- Please Note:
 - Other institutions may have stricter requirements or proof of ID to test.
 - CSN ID may require a backup with a second ID for testing.
 - If you are a current CCSD student, a recent ID from high school is acceptable.
 - Photos or phone pictures of ID are **not** valid forms of ID.
- Prohibited Items in the Testing Room:
 - Electronics are not permitted in the testing rooms without authorization (Cell phones and watches will never be admitted into the rooms). To this end, the Testing Centers will secure these items. If you have issues securing your electronics, please leave your electronics at home or in your vehicle.
 - Electronics include:
 - Electronic devices
 - iPads
 - Cellphones
 - Unauthorized calculators
 - PDAs
 - Bluetooth devices
 - Watches
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 - No Food or drink is allowed in the Testing Center.
 - Sunglasses or eyewear other than prescription glasses
 - Hats or hoods:
 - Religious or medical attire may be allowed after inspection.
 - If attached, hoods must not cover the head or be adjusted during the examination.

- Children are not allowed in testing rooms; only staff and students may enter. Children cannot be left unattended in the lobby or common areas during testing. Staff are required to report any children left alone, in accordance with NSHE and CSN policy.
 - Pets are not permitted, but service animals are allowed.
- We may request to inspect excessive layers and/or other items to verify authorization. You may be asked to remove or store them in a locker during the examination. All personal items must always be stored in a locker or under the desk and may not be accessed during testing.
- **Restroom breaks** are not permitted unless the instructor has given written approval before testing.
- **Lateness to appointments.** If you are more than 15 minutes late, your appointment will be canceled, and you will need to reschedule for another day or come in as a walk-in. All exams conclude at 4:45 pm, 15 minutes before closing. Students checking in near closing may forfeit full testing time.
- **Unauthorized disclosure of exam/student information.** We are not granted access to student lists and cannot divulge test grades or student information to anyone other than the student. It is the student's responsibility to know which exams they need to take when they arrive for testing.
- **Only authorized personnel are allowed** in the testing room. Only instructor-authorized items are permitted in the testing room (e.g., calculators without covers, textbooks, and notes).
- **Video surveillance is always on in the testing rooms.** We continuously monitor and record test-takers by video surveillance and proctor walk-throughs.
- **No verbal or physical sharing of materials** in the testing room. Discussing test questions or referring to other test-takers' screens, testing materials, and/or written notes is strictly prohibited.
- **Authorized excess appointment time usage** over that paid for will attract charges. Outside proctor appointments made with less time than allowed may be stopped at the appointed time. Alternatively, if space is available, the Testing Center may continue the appointment if an additional fee is paid.

Academic Dishonesty and Disruptive Activities

The CSN Academic Honesty and Integrity, the [Student Conduct](#) policies, and the NCTA Professional Standards and Guidelines are integral to our mission at the Testing Center and at CSN. Any student observed using unauthorized materials or resources during an exam or engaging in or facilitating disruptive or disorderly acts in the testing rooms will be reported to the instructor or the appropriate college authority. The Testing Center reserves the right to

stop an exam at any time if academic dishonesty is witnessed, and your instructor will be notified.

Accommodation

- CSN Testing Centers, in consultation with CSN Facilities Department, maintain physical facilities in locations that are accessible to all examinees and test-takers, which includes meeting the needs of the testing centers and the minimum requirements of the Americans with Disabilities Act (ADA).
- The Testing Centers, in consultation with the Facilities, will provide seating and writing surfaces that are appropriate for ADA accommodations.
- The Testing Centers, if equipped with the necessary facilities and staff, will provide approved accommodations for academic and placement examinations in the absence of a dedicated and purpose-equipped Student with Disabilities testing center, so long as such accommodation is minor and will not disturb other test-takers.
- Students requesting accommodation for testing should, in addition to providing valid identification, bring documentation from the Disabilities Resource Center (DRC).
- Prescription smart glasses must be approved as a reasonable accommodation by the Disability Resource Center (DRC) before use in the Testing Center. Approval is contingent on a determination that glasses are necessary and do not present an academic integrity risk. If it is determined that the glasses contain features that allow the wearer to discreetly store, display, or access content on demand, particularly in a manner that could go undetected during assessments or otherwise circumvent prohibited services, the accommodation request will be denied.
- For other special accommodations for disabilities, requiring, for example, a reader, scribe, or proofreader, please visit the Disability Resource Center (DRC).

Placement and Proctoring Services

The College of Southern Nevada (CSN) assists degree-seeking students who wish to meet the English college readiness assessment criteria or place into higher-level math courses in completing transfer-level or co-requisite courses.

Placement testing services are available for potential CSN students at no cost at its three main campuses.

- All new CSN degree/certificate-seeking or transfer students must complete the required placement tests or present an alternative placement method such as ACT, SAT, CLEP, AP, etc.
- **English placement tests.** The college uses the Guided Self-Placement Survey (GSP) for English placement.
- **Math placement tests.** CSN uses the ALEKS PPL for the Math placement tests.
- **CSN Chemistry Placement Test.** The CSN Chemistry Placement Test is provided to allow students to enter CHEM 121 without taking CHEM 103 as a prerequisite. It does not, however, cover the math prerequisite for the class. This test is an online exam.

- **Placement exceptions.** Students wishing to speak with an advisor regarding placement exceptions can schedule an appointment or visit for express advising.
- **Expiration of test scores.** All placement test scores are good for two years. Students must ensure to enroll in the course(s) at the level they are placed at before the expiration of their test results
- **Retest policy.** The GSP may be taken only once. The Math Placement tests may be retaken as provided under the Math placement requirements. Students can retest the **Chemistry test** after six (6) months.
- **High School Equivalence Exams.** The GED is given at the three main campuses; please make your appointment through www.GED.com.
- **Proctoring services.** We also offer proctoring services throughout the year for select CSN courses, other Institutions, and community-enriching exams; fees may apply.

Testing Centers Contact Information

Campus	Phone Number(s)	E-mail
Charleston Testing Center	702-651-5049 or 702-651-5733	wchtestingcenter@csn.edu
North Las Vegas Testing Center	702-651-4050	NLVtestingcenter@csn.edu
Henderson Testing Center	702-651-3128	Hendersontestingcenter@csn.edu

Business Hours: 8 am to 5 pm Monday – Friday

Please observe decorum and respect the quiet environment. Disturbances in the Testing Center may result in security or police intervention. All students are treated as if they are 18 years of age or older.