ITEMS STUDENTS NEED TO KNOW TO USE THE B153 TESTING LAB

1. Sign up for each exam
This is an absolute must for two reasons:
• The lab is very busy, so signing up secures you a spot.
• The hours of operation for the lab varies from day to day. You will be apprised of these hours through the SignUps program. Currently they are as follows:
  Monday through Thursday – 8 a.m. to 9 p.m. (closed for Devotional/Form)
  Friday – 8 a.m. to 6 p.m.
  Saturday – 10 a.m. to 6 p.m.
There are two signup computers located in the secondary entrance to B153 JFSB. You are allowed to sign up for an exam a week in advance. You must do this yourself. The sign-up program also allows you to check and/or change your scheduled test time.

2. Come on time
Exams start every 30 minutes on the hour and half-hour during regular hours of operation. We start admitting students at 5 minutes before the testing period (55 and 25 of each hour) and continue until 10 minutes past the testing period (10 and 40 of each hour). At 10 past, vacant slots are given to others. No one will be allowed to take an exam any later than that. This procedure ensures available computers for students coming the next hour.

3. Bring your BYU ID card
We check the ID card of each student to confirm you identity. If you do not present your ID card at the time of the exam, you will not be allowed to take that exam.

4. Act and dress properly
Please leave your bags, packs, and coats in the cubbyholes provided inside the lab. No books of any type are allowed, though one sheet of scratch paper is allowed if you bring your own. Since you are working with computers, there is a categorical ban on all food, drink, and any other type of comestibles inside the lab. BYU standards are upheld, so please come dressed appropriately. Those not adhering to the dress and grooming standards of the Honor Code will not be allowed to take an exam. Once you start an exam, you are not allowed to leave the room for any reason until you have finished, so be sure to attend to any personal business before entering the room.

5. Late/early exams
If you need to take an exam late or early, you will need to obtain the Late Form from your instructor. Early exams are granted in extreme cases only. Late exams require you to pay a $5 late fee at the desk in the HLRC (1141 JFSB) before you will be admitted to the lab. For either case, the lab attendant will help you sign up for the exam.