

AGREEMENT FOR

PARAMOUNT COMPUTER LAB/TESTING CENTER

LAST TESTING TIMES:
MONDAY – THURSDAY: 3:45
FRIDAY – SATURDAY: 10:45

Printed Name

Course/Section

Date

Rules for Computer Lab

- Student MUST SHOW student ID upon entering the Computer Lab.
- No food or drinks are allowed at the computer desks; however water is permitted only if there is a lid on it and on the floor.
- Students must whisper and refrain from unnecessary talking. No group study or discussions allowed in the computer lab. Ask for availability of private isolation rooms.
- Viewing explicit material not associated with school work is not acceptable.
- Students are responsible for their own printing. NO QUIZZES OR TESTS CAN BE PRINTED. Please do not gather around the printers. There will be no payment reimbursements, please notify staff of problems.
- Headphones must be used while viewing videos. Un-mute the computer once headphones are in.
- Phone calls must be taken out of the computer lab.
- We are not responsible for items lost or stolen; it is the responsibility of the student to keep up with their things. If a staff member finds a lost item, they will turn it into the police in room P
- Procedure for someone not respecting the rules goes as follows:
 1. Warning, 2. Second Warning. 3. You Will be asked to leave or the Police will be called in.

Rules for Testing Center

- Student MUST SHOW student ID upon entering the Testing Center.
- STUDENTS CANNOT TAKE SCRATCH PAPER OUT OF THE TESTING CENTER
- No websites open during testing.
- Cell phones and books must be put in cubbies up front, not in your pockets or at your desk.
- There is no talking inside the Testing Center. Once finished please leave quietly.
- To reserve a test, you are required to reserve through 5tests@dccd.edu,
- You may have only the time allotted by your instructor to take/review your test.

I agree to follow the rules and terms stated above. I know that also by signing this document that I am held accountable for my actions in the computer lab or testing center. I also acknowledge that the rules may apply to either room and are subject to change at any time.

X
