Taking an Exam in the Learning Center

Have the following information available:

- Your student ID number
- Your instructor’s name
- The subject and course number (e.g. MATH 055)
- Is this a local or distance exam?

Be aware of our open hours:

Regular Fall and Spring hours:

- **M-TH**: 9:00 – 8:00
- **F**: 9:00 – 4:00
- **Sat**: Closed
- **Sun**: 3:00 – 7:00

Check www.uas.alaska.edu/tlc for closures and finals week hours.

You will need:

- **Photo ID!!!!!!!** (We cannot administer an exam without proof of identity.)

We provide:

- Scratch paper
- Pen/pencils
- Calculators (basic, scientific, and graphing)
- Computers (for online tests)
- Ear plugs
- A place to store personal belongings while you take your test

Testing Center Rules:

- **Turn your cell phones off or leave them outside of the testing room.**
- **No electronic devices that beep, talk, record, take photos etc.**
- No calls or texts or any outside communications of any kind are allowed while you are testing.
- No food, covered drinks are ok.
- Please be courteous to other test takers and make as little noise as possible.