



818 N. FRANKLIN ST.
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Assessment Center Policies and Guidelines

The OTC at Vantage Assessment Center provides dedicated facilities and qualified, professional staff to administer assessments in a safe, secure and comfortable environment.

The Assessment Center adheres to all standardized procedures and uniform guidelines for test administration to ensure a fair and confidential testing environment.

Secure test environment policies include continuous video monitoring, both in the Assessment Center and facility-wide.

Facilities will be provided to administer and monitor tests in an accessible, non-discriminatory manner in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

Requests and documentation for allowable accommodations are the responsibility of the participant and must be provided in advance of the testing appointment according to vendor requirements and guidelines.

Only qualified staff, test participants and other authorized personnel are permitted in the Assessment facility during testing. There are no facilities or supervision for children available.

Test participants must provide proper, valid (unexpired) identification. Note: individual test vendors may have additional specific requirements for personal identification and/or other necessary documentation of eligible testing candidates.

Test participants are prohibited from handling or accessing any form of personal electronic, recording or communication device at any time during testing, including breaks. Prohibited items include (but are not limited to): cell phones, smart watches, tablets or laptops, flash drives, cameras, etc. Participants should also refrain from bringing other personal belongings, such as purses, briefcases, backpacks, hats, food or beverages to the Assessment Center. Storage lockers are available, if needed.

Assessment participants/visitors to the OTC at Vantage will be required to follow all Board of Education and facility-wide policies, including smoke-free campus policies and prohibition of weapons in a school safety zone.



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