

## **POLICIES FOR LOCKERS IN THE TESTING DEPARTMENT**

1. Make sure all electronics devices are **TURNED OFF** (cellular phones, PDA's, listening devices, beepers, etc.)
2. **Loss of Valuables:** The Testing Department shall accept **NO** responsibility for the theft or loss of money, equipment, supplies, valuables, or other effects left in the lockers. Examinees must take every reasonable precaution to protect themselves from loss or damage. **DO NOT** store valuable possessions in the lockers.
3. **Materials that CANNOT be kept inside a locker:** Do not store flammable materials, dangerous chemicals, explosives or weapons of any kind in lockers. **Any food items (even in sealed containers)**, illegal or controlled substances such as drugs or alcohol may not be stored in lockers.
4. **Locker Keys:** Keys to lockers are **NOT** available for permanent assignment to examinees. Keys may not be copied or lent to other examinees.
5. **Opening Lockers:** The Testing Department has the right to open a locker in instances where locker procedures are being abused or in the case of an emergency situation. An attempt to contact the examinee(s) before opening the locker will be made, time permitting.
6. **Cleaning:** Lockers **WILL BE** cleaned out at the end of each day.