On Campus Testing (Iowa City area)

Location and Hours
If you live in the Iowa City area, you must arrange to take your examination at the Continuing Education Testing Center, located at the Continuing Education Facility (CEF) - 30 S. Dubuque St - Room 234 (2nd floor of the US Bank Building).

Entering the building: Use the door on the west side of the building (Dubuque St.) to reach the testing center. Inside the entrance, take the elevator on your immediate left to the 2nd floor. This elevator is the ONLY way to reach our offices.

Testing Center - Regular Hours:*
- Monday – 10 a.m. to 4 p.m.
- Wednesday – 10 a.m. to 4 p.m.
- Thursday - 10 a.m. to 7 p.m.
- Friday - 10 a.m. to 4 p.m.

*Hours vary to accommodate testing needs.

Registering for Your Exam
Follow these steps to register to take an exam at DCE Testing Center:

1. **Complete and submit** all the lessons and **assignments** that precede the exam you are registering for.
2. **Submit the Exam Registration Form** online at [https://www.continuetolearn.uiowa.edu/Athena/Login.aspx](https://www.continuetolearn.uiowa.edu/Athena/Login.aspx).
   - You may **cancel or reschedule** an exam online up until 12:00 a.m. on the day of your exam.
   - Contact us at 319.384.4800 or [dce-exams@uiowa.edu](mailto:dce-exams@uiowa.edu) to cancel or reschedule an exam on your scheduled test date.

The following restrictions apply to exam scheduling:

- **Students cannot** schedule more than one exam for one course on the same day. Students **can** schedule exams for multiple courses on one day.
- You can **cancel or reschedule your exam online up until midnight** of your scheduled test date.
- To cancel or **reschedule your exam on your scheduled test date** contact our office at 319.384.4800 or [dce-exams@uiowa.edu](mailto:dce-exams@uiowa.edu).
- Cancelling or rescheduling your exam registration the day of your exam prevents other students from getting into the testing room, as space is limited. **Please be considerate and cancel/reschedule ahead of time when possible.**
Testing Center Rules

Keep the following rules in mind when you come to take your exams:

1. Only students taking an exam are allowed in the testing room with the proctor.
   - No visitors allowed, including children.
   - No food or drink allowed in the testing center.

2. You must provide a photo ID to the proctor to receive your exam.
   - The ID you present MUST have your photo on it.
   - Your ID will be scanned and returned to you.

3. The only items allowed at the testing table are your exams, writing instruments, and any approved aids.
   - Some courses/instructors allow specific materials (i.e. calculator, notes) to be used during the exam. Check your course materials before you come to see what, if any, aids you can use during the exam.
   - Any electronic devices must be turned off and placed in the provided storage space.
   - Don't bring any personal items to the testing center that you don't feel comfortable storing on the shelf.

Misconduct will result in confiscation of your exam. Examples of misconduct include, but are not limited to, speaking to other students, looking at another's work, looking at notes, books, or other materials not specifically allowed on the exam instructions.