NIC Testing Center No-Show Policy

After the...

1st No-Show: receive a verbal and/or written warning and explanation of the policy

2nd No-Show: receive a verbal and/or written warning and explanation of the policy

3rd No-Show: must speak with Testing Center Coordinator before being allowed to make next appointment

4th No-Show: lose the privilege of scheduling with or testing at the NIC Testing Center for the remainder of the semester

What is a no-show?

- Making an appointment and not attending it
- Making an appointment and showing up more than 30 minutes later than scheduled
- Making two appointments for the same exam

Why are no-shows such a problem?

Testers who make appointments that they don’t keep can create real hardship for other students.

The Testing Center at NIC runs a schedule based on appointed times, rather than the number of physical seats available. Whenever a tester makes an appointment, they are effectively preventing someone else from being able to reserve that time. When the schedule is full, other testers may need to make appointments during times that require them to pay for daycare, miss time from work, or get special permission from an instructor.

How can I avoid accumulating no-shows?

Be sure to call and cancel any appointments that you no longer need or to let Testing Center staff know (when it is unavoidable) that you will be arriving late and reschedule if necessary.

Also, never sign up for two different times to take one exam.