

Academic Success Center
Testing Policy

1. General Testing Guidelines include:

- a. Accommodation **only** for students unable to test in the classroom during the original testing time due to an **illness, accident, or other emergency**
- b. **Re-take exams are not accepted in the ASC**
- c. Priority for test-taking rooms given to students with:
 - ❖ a documented disability
 - ❖ an ASC processed learning styles recommendation
 - ❖ a test for online courses
- d. No cell phones, pagers, purses, backpacks, jackets, or headphones permitted in testing rooms
- e. No children permitted in ASC or in testing rooms

2. Instructor Information and Responsibilities:

- a. Be sure students are fully aware of ASC testing policy and student testing responsibilities (include ASC website link in syllabus, etc.)
- b. Complete Test Referral Form in detail and paperclip to **each** test
- c. Attach **Scantron** to each test if needed
- d. Bring test(s) to the ASC and file in instructor file or mail test(s) to the ASC
- e. Coleman Center instructors pick up completed tests. Other instructors, including online course instructors, can request completed tests be returned through campus mail.
- f. No student can remove a test from the ASC without **prior written permission** by instructor

3. Student Information and Responsibilities:

- a. Show photo ID (**Students will not be allowed to test without photo ID**)
- b. Log into computer under Test-Taking
- c. Know instructor's name
- d. Have a pencil and/or pen (none will be provided)
- e. Allow ample time to complete test in one sitting
- f. No cell phones, pagers, purses, backpacks, jackets, or headphones permitted in testing room
- g. No children permitted in ASC or in testing rooms
- h. No removal of a test from the ASC without **prior written permission** by instructor

4. ASC Responsibilities include:

- a. Administer tests according to instructor directions on Referral Form
- b. Monitor testing within reason
- c. File or mail completed tests
- d. Administer tests from other colleges

5. ASC Testing Hours (Subject to change)

****Students must be present 1 hour before end times****

Monday	7:30 – 12:15; 1:30 – 3:45 (Must start before 11:15 & 2:45)
Tuesday – Thursday	7:30 – 3:45 (Must start before 2:45)
Friday	7:45 – 3:15 (Must start before 2:15)

Test Security and Academic Dishonesty

The Academic Success Center strives to provide strict test security and supports academic honesty set forth in the student code (see Student Planner). If we observe a student using unauthorized materials while testing, the ASC staff will:

- Stop the testing and ask the student for the test and all unauthorized aids
- Inform the student that his/her instructor will be notified of the incident
- Ask the student to leave the ASC
- Report the incident verbally to the instructor
- Report the incident by writing on the Test Referral Form
- Report the incident to the General Studies Division Dean