

## Austin Community College Procedures for Student Use of Academic Testing Centers

Austin Community College provides testing services to ACC faculty and students. To ensure test integrity and adequate space for testing, ACC has established the following procedures:

### A. I.D. Requirement

1. Students are required to present an ACC Photo ID in order to test. ACC Photo IDs may be obtained from any campus Admission & Records Office.

### B. Student Testing Agreement

Students are required to complete the Testing Agreement form with the follow information:

1. Synonym Number & Section Number
2. Course Abbreviation & Course Number
3. Instructor's Name
4. Student ID Number
5. Test Number

### C. Written Permission from Instructor

1. If the test deadline has passed, student must present written permission from the instructor to test. Phone calls from instructors are not acceptable.
2. Some tests require written permission from the instructor which must be presented when student requests an exam.

### D. Retesting

1. If instructor has made provisions, retesting is available to students.
2. Students are not allowed to request a specific test version.
3. Students are allowed to retest only once per test.

### E. Testing Materials

1. Students should bring only the materials the instructor has approved for a given test.
2. Calculators: Faculty must approve the use and type of calculator for student use. Calculators with internet access such as the TI *N*spire are not permitted. Testing Centers have limited supply of calculators for student use.
3. Students may bring foreign language dictionaries if approved by the instructor. Dictionaries to be used must not contain any extraneous written notations. Electronic dictionaries are not allowed in the Testing Centers.
4. Unauthorized items are not allowed in the Testing Centers. Student lockers are available at most campus Testing Centers.

### F. Cell Phones

Students are not allowed to be in possession of a cell phone or any electronic devices while testing. All cell phones must be turned off and placed in a Testing Center locker or left in a vehicle prior to a student testing. Possession of a cell

phone (even on mute or turned off) in Academic Testing Centers will result in testing privileges being revoked for that respective course for the remainder of the semester.

G. **Course Homework/Assignments** Students cannot submit course homework and other assignments to the Testing Center. These items should be taken to the Campus Duplication/Mailroom for assistance.

H. **Prohibited Use of Testing Centers** Academic Testing Center staffs, their spouses, children and other individuals, having conflict of interest, are prohibited from taking exams in the Testing Centers.

I. **Student Test Deadlines** Testing Center staff do not give out test deadlines to students.

J. **Use of notes**

1. Notes must be authorized by instructor.
2. Notes must be written on an "8 ½ x 11" sheet of paper.
3. Notes will be collected and attached to completed test and returned to the instructor.
4. Notes written on index cards are not allowed.

K. **Lockers**

1. Lockers are available for students to store belongings while testing.
2. Students are responsible for the return of the lock and key to Testing Center staff.
3. Students' property will not be returned to students unless lock and key are returned. Student property in that locker will be surrendered to Campus Police.
4. A hold will be placed on the student's record until the lock/key is returned or a \$10.00 replacement fee is paid.

L. **Children Are Not Allowed In Testing Centers.** Children may not be left unattended at any location on any ACC Campus.

M. **Uniformed Law Enforcement Personnel**

1. Only uniformed law enforcement personnel are allowed to have their firearms in Testing Centers.
2. They may not take in cell phones, pagers, radios or any other electronic item while testing.

N. **Seating Policy**

1. Testing Center staff may assign seating at their discretion
2. When the Testing Center is full,
  - a. Students may be put on a wait list or given a ticket to wait for the next available seat.
  - b. If student is taking multiple tests and wait line exist, student must re-enter wait queue for each test.

O. **No Breaks during Testing**

1. Students may not leave the Testing Center for breaks, to drink water, or go to the restroom. If student leaves for any reason including any emergency which may arise, the testing session is terminated and student will not be able to return to complete test. Student must check with the instructor for other testing arrangements.
2. Students must make alternate testing arrangements with instructor or the Office of Student with Disabilities prior to testing.

#### P. Scoring of Tests

1. The Testing Center will score objective, multiple-choice tests using the answer key provided by the instructor on red DigitalDesk Scan Form D answer sheets.
2. When the scoring system is down, students' scores will be emailed to their ACC email account within 48 hours after their test has been scored.
3. Once the completed test has been handed to staff by the student, it cannot be reviewed or examined again in the Testing Center. Students should contact their instructor for feedback information on the test items.

#### Q. Grades of Incomplete

1. Testing to remove grades of Incomplete is available. Students are required to bring one of the following to test:
  - a. Report of Incomplete Grade Form with the instructor's signature
  - b. Email verification from instructor from a valid ACC email account.

#### R. Hours of Operation

1. Hours of operation for the campus Academic Testing Centers vary from campus to campus and are located on the ACC website at <http://www.austincc.edu/testctr>.
2. Emergency closures will be on the ACC website home page.
3. Students will not be admitted and new test will not be administered after the stated closing time.
4. All test materials are collected from students thirty (30) minutes after closing time.

#### S. Evacuation

1. Students must remain with Testing Center staff at all times.
2. Students will not be allowed to leave the group or the evacuation area until escorted back to the Testing Center with staff.

#### T. Standard of Student Conduct

1. Students who significantly interfere with or disrupt Testing Center operations are in violation of Testing Center policy. Students in violation will be asked to leave the Testing Center and will be subject to disciplinary action by the Campus Dean of Student Services.
2. A student found to have unauthorized materials including food, drink, tobacco items, cell phones, pagers, and other electronic devices are in violation of the Testing Center policy. Students in violation will be asked to leave the Testing Center and may be subject to disciplinary action.

3. The Testing Center will complete a *Student Discipline Form* and supporting evidence will be forwarded to the appropriate Dean of Student Services by Testing Center staff.
4. Students in violation of policies are subject to disciplinary action. The Dean of Student Services will issue a written decision within ten days. Students may not use the Testing Centers for the remainder of the semester for the course involved. If testing services are needed, instructor is responsible for making other testing arrangements for these students for the remainder of the semester.

#### U. Academic Integrity

1. Academic dishonesty is defined as using or possessing unauthorized materials, sharing information with other examinees, using technology inappropriately, etc.
2. Testing Center staff will complete the Academic Integrity Report, and supporting evidence will be forwarded to the faculty member who will have five days (from the date he/she meets with the student) to issue a written decision to the student, Testing Center Supervisor, Department Chair, Instructional Department Dean, and Dean of Student Services.
3. Students in violation of policies may not take additional exams in any Testing Centers for that course for the remainder of the semester. If testing services are needed, instructor(s) are responsible for making other testing arrangements for these students.