

Austin Community College
Procedures for Student Use of Testing Centers
August 2011

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

Students are required to present an ACC photo ID in order to test. **Students can come to any campus Admissions & Records Office one business day after registering for classes to have a photo ID card issued.** Students must present a valid state or federally issued photo ID, such as a Driver's License, to receive their permanent ACC Student ID card. The ACC Student ID card has no expiration date. Lost or stolen cards will need to be reported to an Admissions Office immediately, where a replacement card can be issued; a replacement fee will apply.

B. Written Permission from Instructor

1. Some tests also require written permission from the instructor in addition to the ACC photo ID.
2. If the test deadline has passed, written permission is required from the instructor.

C. Student Testing Agreement

Students are required to complete the Testing Agreement process with the following information

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

D. Retesting

1. Retesting is available to students in Distance Learning courses and certain lecture courses if an alternate version of the initial test is submitted.
2. Students are allowed to retest only once per test.

E. Testing Materials

1. Students should bring *only* the materials the instructor has allowed for a given test.
2. Students may bring foreign language dictionaries if approved by the instructor. Electronic dictionaries are not allowed in Testing Centers.
3. Unauthorized items must be stored elsewhere, in an ACC provided locker, or shelved in the Testing Center at the student's risk. Testing Centers are not responsible for lost or damaged items.

F. Lockers

1. Lockers are available for students to store belongings while testing.
2. Students are responsible for the return of their lock and key to Testing Center staff.
3. Students' property will not be returned to students unless lock and key are returned.
4. Student property in that locker will be surrendered to Campus Police.
5. A hold will be placed on the student's record until the lock/key is returned or a \$5.00 fee paid for replacement of lock and key.

G. Children are not allowed in Testing Centers and are not to be left unattended on any ACC campus as referenced in the ACC Student Handbook.

H. Uniformed Law Enforcement Personnel

1. Only uniformed law enforcement personnel are allowed to have firearms in Testing Centers.
2. They may not take in cell phones, pagers or radios.

I. Seating Policy

1. The Testing Center may assign seating at the discretion of staff.
2. When the Testing Center is full, students may be
 - a. assigned to a wait list, given a ticket, and required to wait for the next available seat.
 - b. required to wait in line, if one exists, to take another test.

J. Breaks during Testing

1. Students may not leave the Testing Center for breaks, to drink water, or go to the restroom. If the student leaves for any reason, the testing session is considered concluded and student may not return to complete the test. Student must check with the instructor for other testing arrangements.

2. Medical documentation must be provided to obtain approval to take breaks during testing. That documentation must be provided each time the student arrives to test.

K. Scoring of Tests

1. The Testing Center will score objective, multiple-choice tests using a red scan form answer key provided by the faculty.
2. When the scoring system is down, students must contact faculty for scores.
3. Once the test has been scored, it cannot be reviewed or examined again in the Testing Center. Students should contact the instructor for feedback information on the test items.

L. Grades of Incomplete

Students must provide a copy of an Incomplete Grade Form complete with signature of the instructor or verification from the Admissions and Records Office.

M. Hours of Operation

1. Hours of operation for all the 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 home page website.
3. Students will not be admitted and new test materials will not be administered after the stated closing time.
4. All test materials are collected from students thirty (30) minutes after closing time.

N. Standards of Student Conduct

1. Students exhibiting behavior that significantly interferes with or disrupts Testing Center operations are in violation of the student standards of conduct.
2. A student found to have unauthorized materials including food, drink, tobacco items, cell phones, pagers, and other electronic devices will be 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 the Testing Center Supervisor.
4. Students in violation of policies are subject to disciplinary action. The Dean of Student Services will issue a decision within ten days, in writing. Students may not use the Testing Centers for the remainder of

the semester for the course involved. Faculty are responsible for making other testing arrangements for these students for the remainder of the semester.

O. Academic Integrity

1. Academic dishonesty is defined as using or possessing unauthorized materials, sharing information with other examinees and using technology inappropriately.
2. The Testing Center 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 decision in writing 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. The faculty are responsible for making other testing arrangements for these students for the course involved.

P. Evacuation

In case of emergency, students will be evacuated. Students must remain with Testing Center staff at all times. Students will not be allowed to leave the group or the evacuation area until escorted back to the Testing Center with staff. If a student leaves the Testing Center group, the student will not be allowed to complete the exam and faculty will be notified.