Testing Center Guidelines

The Testing Center follows standard procedures so students know what to expect when they arrive to take their tests. Please familiarize yourself with the following procedures. For additional guidelines, request a procedure guide from the Testing Center.

ACC Student ID

You must present an ACC student ID card or government issued ID and know your ACC ID number before you can test.

Instructor’s written permission

Provide your instructor’s written permission if required for your test or if you are testing after the deadline.

Course details and test agreement

You will complete a test agreement before you can test. Save a copy of the agreement as proof you took the exam. The agreement must include the following information:

- Student ID number
- Course prefix and number
- Course synonym [2]
- Course section [3] number
- Test number
- Instructor’s name

Testing aids and other materials

Bring only the materials that an instructor has allowed for a given test.

- Calculators must be of the type and use permitted by the instructor. Calculators with Internet capability are not permitted.
- Foreign language dictionaries with written notations and electronic dictionaries are not permitted.
- Notes must be written on 8½x11 letter-size paper. Index cards are not permitted. Notes will be collected and attached to your completed test and forwarded to the instructor.

The Testing Center has a limited supply of calculators, English dictionaries, scan forms, and paper for student use.

Personal belongings and electronic devices

Personal belongings such as backpacks, books, and electronic devices (including pagers and cell phones) are not allowed in the Testing Center. Possession of prohibited items or accessing unapproved resources in the testing room will result in the immediate termination of the exam and possible disciplinary action [4].
Storage lockers

Lockers are available to store your personal belongings while you are testing. You must claim your items and return the key immediately following your test. If the key is missing, your property will be turned over to you only after you locate and return the missing key or submit an official report with ACC Police [5].

Assigned seating/wait lines

The Testing Center may assign seating. When the center is full, you may be asked to sign a waiting list, take a ticket or line up outside the Center. Students are required to wait again in line, if one exists, if they desire to take more than one test.

Water or restroom breaks

Water or restroom breaks are not allowed unless you have written authorization from a physician on official letterhead or prescription form.

Children not allowed

Children are not allowed to accompany a student into the testing room. Unattended children are not permitted at any campus location.

Scoring of tests

The Testing Center can score an exam if an answer key is available. Once the test has been scored, it cannot be reviewed or examined again in the Testing Center. Contact your instructor for feedback information on the test items.

If the scoring system is unavailable, you will receive your score through ACCmail [6]. Allow 48 hours for processing.

Surveillance & monitoring

In addition to proctors and regular walkthroughs, the Testing Center employs audio, video, and computer surveillance and recording technologies to maintain an environment of academic integrity.

Student conduct and discipline [7]

Any violation of the Student Standards of Conduct [4] will result in immediate expulsion from the Testing Center and may be reported to the dean of students for disciplinary action.

Students who significantly interfere with or disrupt Testing Center operations are in violation of the Testing Center policy. They may be asked to leave the Testing Center and may be subject to disciplinary action [4].
Retesting

You are allowed to retest only once per test and only if a retest version is offered by the instructor. English Composition I and II (ENGL 1301 and ENGL 1302) departmental exams and other tests require your instructor's written permission before you are permitted to retest. Consult your syllabus or instructor for details.

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