

Student Guide for Using the Testing Center at ACC's Northridge Campus

NORTHRIDGE TESTING CENTER

Room 3237

Phone: (512) 223-4735

Hours

Monday-Friday: 8:00 am - 8:00 pm

Saturday: 9:00 am - 4:00 pm

Sunday: 12:00 pm - 5:00 pm

Austin Community College is pleased to provide you with testing services. In order to provide you with test integrity and adequate space for testing, ACC is providing the following guidelines to assure fair and prompt service.

Students are required to show an ACC photo ID in order to test. Information about Student ID cards can be found online at http://www.austincc.edu/support/admissions/student_id.php

Students are required to complete the Student Test Request Form which asks for the following information:

Student information (name, student ID number, etc.)

Synonym and Section Number of the class

Course Abbreviation and Course Number

Test Number

Instructor's Name and Home Campus

Testing for grades of Incomplete (I) require an additional form, the Incomplete Grade Form, or verification from Admissions and Records and the signature of the instructor.

The Testing Center will provide approved items such as English dictionaries and all types of paper. Electronic dictionaries are not allowed.

Only the materials that are allowed during the exam (calculator, pencils, etc.) are allowed in the testing area. All other items (pagers, cell phones, laptops, purses, wallets, calculator cases, pencil cases, operation instructions for calculators, food, drinks, tobacco products, etc.) must be stored elsewhere.

Lockers are available outside the testing area for this purpose. Keys for the lockers are available at the Testing Center check-in counter. Having unauthorized materials with you while taking a test is considered scholastic dishonesty and may subject you to disciplinary action.

You are responsible for the return of your locker key to Testing Center staff. In the case of a lost key, your property will not be surrendered until a report is filed with Campus Police.

The incident will be reported to Student Services and a hold will be placed on your record until the key is returned or replaced.

The Testing Center may assign you seating. When the Testing 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 in a day.

Each test must be taken in one sitting. For example, students may not leave the Testing Center for breaks, to drink water, or go to the restroom. Only with a medical statement from a doctor may a student be allowed to leave the Testing Center for a break during a test. Otherwise, if you leave before completing a test, your test must be turned in and it will be graded as is.

All exams must be turned in no later than thirty (30) minutes after closing.

Return all testing materials when you complete the test.

Keep the yellow copy of the Student Test Request Form until you are sure your instructor has received your test. That is your proof that you took the test.

Children are not allowed in the Testing Center and are not to be left unattended on campus.

Food, drinks, and tobacco products are not allowed in the Testing Center.

Cell phones and pagers are not allowed in the Testing Center. They must be stored outside the testing area.

Scholastic Dishonesty

1. The testing area is monitored as students are taking tests. Any student suspected of/or caught cheating (including using unauthorized materials during testing) will be referred to the appropriate administrator.
2. Disciplinary actions for scholastic dishonesty range from exclusion from Testing Center to expulsion from ACC. Refer to the ACC Student Handbook for ACC's disciplinary policies and procedures.
3. Any information included on your test is not to be taken from the Testing Center or shared with others, either in writing or verbally.

Student Conduct

1. You may be removed from the Testing Center for behavior that significantly interferes with or disrupts Testing Center operations. In accordance with College procedure, the Campus Dean of Students will have primary authority and responsibility for the administration of student discipline.
2. Discipline may also be administered for other prohibited acts that constitute offenses, as outline in the ACC Student Handbook.