Frequently Asked Questions

What do I need to bring with me to the Testing Center?

- Current ACC Student I.D.
- A valid photo I.D.
- #2 pencil (if required)
- Pen (if required)
- Calculator (if required)

What if I do not have a photo I.D.?
You will not be allowed to test without a photo I.D.; however the following options are available:
- Your instructor can personally come into the Testing Center and identify you as a student.
- The Testing Center can charge you $5.00 for a Testing Center I.D.

May I take more than one test while I'm in the Testing Center?
No, you may only take one test at a time. If you would like to take another test you must complete another Student Test Request and Grade Form and get back into line and wait your turn.

What do I need in order to retest?
You will need to bring the yellow copy of the Student Test Request and Grade Form from the initial test. Written permission may be required by your instructor.

Is there a place to secure my personal items while I am testing?
ACC is not responsible for personal property in the Testing Center. You should leave your personal property in your car if possible; otherwise, all personal items stay at a designated area in the Testing Center, unsupervised by staff.

Can I test at any testing center?
All open campus course tests are located at each of the Testing Centers with a few exceptions. You should call the Testing Center in advance to insure that they can provide you with the test that you need to take.

If I want to know about testing procedures, where do I go?
Please see the Austin Community College Academic Testing Center Policies & Procedures at http://www.austincc.edu/testctr/pdf/policies_procedures_full.pdf

How do I obtain my test results?
You must contact your instructor to get your results unless you are taking the test on a Scantron form. If you are using a Scantron then you will get your results after Testing Center staff grades the Scantron if a key is available.
In order to ensure test integrity and adequate space for testing, the following summary guidelines have been established; the entire guidelines are available in any Academic Testing Center and will be issued by your instructor via course syllabi or other verbal or written information – which you are expected to follow.

1. You are required to have a current ACC student I.D. and an acceptable photo I.D. in order to test. An official fee receipt may be substituted temporarily until your ACC student I.D. is obtained. An acceptable photo I.D. includes:
   A. Drivers License, Department of Public Safety I.D., or Department of Defense I.D.;
   B. Resident Alien Card or Passport;
   C. Digitally-produced photo from a recognized company (i.e. Sam’s Club), bearing your name or photo identification from another educational institution;
   D. A temporary ACC Academic Testing Center photo I.D. ($5.00 fee); or
   E. Accompanied by an instructor for personal I.D. (student must take test at that time).

2. You are required to complete the Test Request Form. For re-testing, you must provide the yellow student copy from the original test. Initial and re-testing on the same day is not allowed. If the test deadline has passed, you must also bring written permission from your instructor.

3. Any student suspected of and/or caught cheating (including the use of unauthorized materials during testing) is considered scholastic dishonesty. You will be referred to the appropriate administrator. Disciplinary actions for scholastic dishonesty range from exclusion from Academic Testing Centers to expulsion from ACC. You may refer to the ACC Student Handbook for disciplinary policies and procedures. You may also be subjected to disciplinary action for behavior that significantly interferes with or disrupts Academic Testing Center operations.

4. Bring only the materials allowed by your instructor for the given test. Approved items such as English dictionaries, Scantron answer sheets, and all types of paper are provided by the Academic Testing Centers. All other items (pagers, cell phones, laptops, purses/wallets, calculator/pencil cases, food/tobacco items, etc.) must be stored elsewhere, in a locker, or shelved in the Academic Testing Center at your own risk. Children are not allowed in the Academic Testing Centers.

5. You are responsible for the return of your locker key to Testing Center staff. Your property will not be surrendered in the case of a lost key 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.

6. You may be assigned seating in the Academic Testing Center. When the Academic Testing Center is full, you will be placed on a waiting list, issued a ticket, or be asked to line up outside the Academic Testing Center. Only one test is allowed per sitting. You may not leave the Academic Testing Center for breaks while testing (except for a medically verified reason), otherwise, your test must be turned in to be graded.

7. Testing for a grade of Incomplete requires an Incomplete Grade Form or grade slip verification from Admissions and Records and instructor signature.

8. If an answer key is available, your test will be graded and you will be given your raw score. Once the test has been scored, it cannot be reviewed or examined again in the Academic Testing Center; contact your instructor for feedback. Keep the yellow copy of the Test Request Form for the remainder of the semester for proof you took the exam and that the grade was posted.

9. All exams must be turned in no later than thirty (30) minutes after closing – NO EXCEPTIONS. No students will be admitted and no distribution of new test materials will be allowed after closing time. Hours of operation for the Academic Testing Centers are located at http://www.austincc.edu/testctr/.

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