

ACC ACADEMIC TESTING CENTERS GUIDELINES

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GUIDELINES

Purpose

ACC Academic Testing Centers provide testing support services for faculty and students in courses offered by the College.

General Information

1. Use of Academic Testing Centers

A. ACC Students

1. Initial/first time tests – for classroom credit courses on the approved list.
2. Re-tests –available in accordance with retest versions on file (students may retest once using any version except the one given on first exam).
3. Make-up tests
 - a. Submitted to the Academic Testing Center after the initial test is given and available to students who are unable to take the initial test.
 - b. Limited to one per student per exam.
4. Tests for Distance Learning courses.
5. Challenge examinations.
6. Tests to remove grades of “incomplete.” Instructors are to provide the student with a *Report of Incomplete Grade Form* to present to the Academic Testing Center.

B. Students with Special Needs

1. Instructors should make arrangements with their campus Office for Students with Disabilities, if a student requires individual assistance or has special needs for testing.
2. For security reasons, Academic Testing Center policy does not allow tests to be taken out of the Academic Testing Center for student use. Therefore, the Academic Testing Center cannot administer tests for students with disabilities if the student requires individual assistance or has special needs for testing that cannot be accommodated in the Academic Testing Center.
3. For OSD students whose testing accommodations fall within the Academic Testing Centers’ guidelines, instructors must submit a copy of student’s OSD accommodation form along with test.

2. ACC Group Testing

Instructors may not send their class as a group to the Academic Testing Center for testing.

3. First Time (Initial) Testing

A. No first time testing for any exam in ACC courses taught in the classroom is allowed unless the course has been approved by the Academic and Campus Affairs Council.

B. Approved courses for initial testing

1. All Distance Learning courses - as identified in the course schedule as Distance Learning with a section number - delivered via telecommunications or print-based methods.
2. Classroom courses approved by the Academic and Campus Affairs Council:
HPRS 2300 Dosage Calculations Exam
BIOL 1309, 1323, 1406, 1407, 1673, 2420
CHEM 1305, 1311, 1312, 2323, 2325
ALL DEVELOPMENTAL COURSES
EMSP 1338, 1355, 1356, 1501, 2237, 2243, 2252, 2330, 2338, 2444, 2434
ENGL 1301 & 1302 “C” Tests, (Approved Departmental Exams only)
ALL MATH COURSES

4. Locations and Hours of Operation of Academic Testing Centers

- A. Academic Testing Centers are located at the Cypress, Eastview, Northridge, Rio Grande, Riverside, South Austin and Pinnacle campuses and at many of the ACC Centers.
- B. Academic Testing Center hours are subject to change. Hours of operation are located at: <http://www.austincc.edu/testctr/>

5. Faculty Use of Academic Testing Centers

- A. Before using an Academic Testing Center for the first time, instructors should contact a campus Testing Center Supervisor to receive an orientation to Academic Testing Center services.
All Distance Learning instructors should contact the Riverside Testing Center supervisor.
- B. **Faculty must include a copy of the *Guide to Student Use of Academic Testing Centers* in their syllabi.**
- C. Instructors should be prepared to show photo I.D. and ACC Faculty I.D. to Academic Testing Center staff.
- D. Instructors may **NOT** have their students leave homework, special assignments, etc with Testing Center staff. The campus mailroom is a viable option in these situations.

6. Submitting Tests

- A. **Academic Testing Centers do not accept tests from faculty during the last week of each semester.** The deadline date is communicated to faculty each semester via ACC email.
- B. Tests should be submitted to Academic Testing Centers at least **two working days** before students are expected to start taking them. Check intercampus mail delivery schedules to ensure that exams arrive at the Academic Testing Center before the **two-day** timeframe needed to receive and process the tests.
- C. Tests arriving through intercampus mail should be in a sealed envelope. The Academic Testing Center is not responsible for tests received in an unsecured manner.
- D. Only instructors may submit tests. For security reasons, Academic Testing Centers do not accept tests being delivered by students.
- E. A *Transmittal Form* must be submitted for each test each semester. The only exceptions are explained in item 8 of this document.
- F. If a multiple-choice test is to be scored by the Academic Testing Center, the test must be submitted with a **red** Scantron answer key
- G. Instructors submitting answer keys on **red** scantron need only submit a key to *one* Academic Testing Center.

7. Test Format

Tests not adhering to the format indicated below will be returned to the instructor for correction before the tests will be made available to students:

- A. All tests copies must be legible and printed on 8 ½" x 11" paper.

- B. The following information must be printed on the first page or on a cover sheet attached to each copy of the test. This information must also be listed on any additional materials provided by the instructor, i.e. periodic tables, special answer sheets, etc.:

Example

Instructor's NameDAVID DOE
Course Abbreviation and Number.....HIST 1301
Test Number (Arabic Number Only).....TEST 1
Version or Form (if applicable A,B,C,D).....B
Supplemental Materials AllowedSCANTRON
Or Indicate – “No Supplemental Materials”

In situations involving discrepancy between instructors' list of supplemental materials (or absence of list) documented on Transmittal Form and test copies, staff will adhere to documentation on test copies in lieu of Transmittal Form.

8. Transmittal Forms and Deadlines

A *Transmittal Form* must accompany each test or series of tests; however, IF the deadlines and instructions are the same for every test in a series of tests for a particular course, only one *Transmittal Form* for the series is required for each Academic Testing Center. **A new transmittal form is required each semester to cover active tests.**

A. Test Sharing Among Instructors

1. The test author must submit two forms at the beginning of each semester
 - a. Transmittal Form in test author's name for test author's classes
 - b. Departmental Notification of Test Sharing Form
2. The two forms must be submitted to all Academic Testing Centers.
3. All other guidelines continue to apply to test sharing arrangements among instructors.

B. Deadlines:

1. A student deadline for each exam may be stated on the *Transmittal Form*.
2. **Saturday and Sunday deadlines are not permissible.**
3. All test deadlines are at the end of the Academic Testing Center's workday.
Exception: The instructor may stop a test *in person* if the deadline occurs at any time of the day other than at the closing time of the Academic Testing Center.
4. Testing Center personnel will not give out test deadlines to students.
5. Instructors requesting changes on the *Transmittal Form* **must do so in writing or email. Email address must be documented on instructor's Transmittal Form for verification of authenticity upon receipt.**

C. Supplemental Materials: Testing Center staff will allow students to use only those supplemental materials listed by the instructor on *Transmittal Form*.

1. Testing Center staff will allow students to use only those supplemental materials listed by the instructor on the Transmittal Form. In situations involving discrepancy between instructor's list of supplemental materials (or absence of list) documented on Transmittal Form and test copies, staff will adhere to documentation on test copies in lieu of Transmittal Form.
2. Academic Testing Centers provide English dictionaries (non-electronic). Allowable foreign language dictionaries provided by students must be word-to-word only.
3. Academic Testing Centers supply all types of paper (scratch, graph, and ruled) and these sheets will be returned to the instructor attached to the student's test.
4. It is considered scholastic dishonesty for a student to have any unauthorized materials while taking an exam. Scholastic dishonesty may result in disciplinary action.

D. Allowable Notes: Notes authorized for a test are limited to 3 pages and may be no larger than 8 ½" x 11" paper. Student notes will be attached to the completed test and returned to the instructor.

- E. **Use of Textbooks:** Open book exams are not permitted in Academic Testing Centers; therefore, textbooks cannot be listed as supplemental materials.
- F. **Deadlines for Distance Learning:** Distance Learning exams may remain active for up to one year from date submitted. The exams will be returned on the date designated by the instructor on the *Transmittal Form* or one year from the date the test was received in the Academic Testing Center, whichever date comes first.
- G. **Exams for On Campus (Lecture) courses can remain active in the Academic Testing Center for a maximum of one semester.**

9. Number and Versions (Forms) of Exams

- A. For all courses, no more than eight (8) tests with four (4) versions or forms (A,B,C,D) each may be placed in the Academic Testing Center.
- B. The versions (forms) will be distributed randomly to students unless other acceptable arrangements are agreed upon between the Academic Testing Center and the instructor.

10. Re-testing

- A. If an instructor allows his students to retest, alternate forms (versions) must be provided.
- B. Students are allowed to retest in accordance with retest versions on file; however, may not retest more than once on the same exam version.
- C. Students must bring the yellow student copy of the *Test Request Form* in order to retest.

11. Distance Learning

Tests for Distance Learning courses must be placed in all Academic Testing Centers.

12. Time Allowed for Students to Complete Tests

- A. Each test must be completed in one sitting.
- B. Instructors cannot bring students to the Academic Testing Center to complete a test that was begun in the classroom.
- C. Testing Center staff will collect all exams from students thirty (30) minutes after the stated closing time of the Academic Testing Center. **There are no exceptions.**

13. Timed Exams

Academic Testing Centers do not administer timed tests in paper and pencil format.

14. Permission Slips

- A. Instructors may authorize student testing with permission slips given by the instructor to the students. Permission slips presented by students will be attached to their completed test and returned to the instructor.
- B. Instructors should not use a *Test Request Form* in lieu of a permission slip.
- C. Instructors may, with the exception of the C-Test for English Composition courses, indicate the test version (i.e. form A,B,C,D) to be administered to the student on his permission slip.

15. Restricted Use of Academic Testing Centers

- A. Testing Center staff, their spouses and children, or other individuals having a conflict of interest are prohibited from taking exams in the Academic Testing Center for ACC courses.
- B. Instructors will make other arrangements for testing students who have been involved in situations involving testing irregularity and are ineligible to use the Academic Testing Centers because they have been barred from these Testing Centers for a particular course for current semester.

16. Scoring and Return of Completed Tests to Faculty

- A. Academic Testing Centers will score objective multiple choice tests on Scantron machines when answer keys are provided by the instructor.
- B. Tests taken at the instructor's home campus will be available for pick-up in the Academic Testing Center at the instructor's convenience.
- C. Tests taken at campuses other than the home campus of an instructor will be mailed to that instructor's home campus. Tests are mailed out the day after they are completed.
- D. The white *Test Request Form* – which supplies information on the student, the test, and the score (if applicable) – will be mailed to all instructors on a weekly basis.
- E. Academic Testing Centers do not grade exams taken in the classroom.

17. Scholastic Dishonesty

If Testing Center personnel perceive any form of scholastic dishonesty on the part of a student they will use the following procedure:

- A. The Testing Center supervisor will complete and distribute the following forms:
 - 1. *Notification of Alleged Scholastic Dishonesty* - Sent to the student's instructor
 - 2. *Student Discipline Form* – Sent to the student's instructor **and** the Campus Dean of Students (with the test in question attached).
- B. The instructor, in collaboration with the Campus Dean of Students, shall determine whether scholastic dishonesty has occurred and follow up in accordance with college procedure.
- C. Upon final disposition of the incident, according to the Student Discipline Procedures, a notice of a final ruling and disposition will be provided.
- D. Confirmed student participation in a scholastic dishonesty incident in an Academic Testing Center will result in the student being barred from Academic Testing Centers for the current semester for that course.
- E. Testing Center Supervisors will maintain an updated list of barred students.

18. Student Conduct

- A. Behavior that significantly interferes with or disrupts Academic Testing Center operations may result in removal from the Academic Testing Center. In accordance with College procedure, the Campus Dean of Students will have primary authority and responsibility for the administration of student discipline.
- B. Discipline may also be administered for other prohibited acts that constitute offenses, as outlined in the ACC Student Handbook.

19. Lockers

- A. Students are responsible for the return of their locker key to Testing Center staff.
- B. Students' property will not be surrendered for lost keys until a report is filed with Campus Police.
- C. The incident will be reported to Student Services and a hold will be placed on the student's record until the key is returned or replaced by the student.

20. I.D. Requirements

All students must present an [ACC photo ID](#) in order to test in an Academic Testing Center.

A. Students without ACC Student I.D. card

1. The instructor may escort his student to the Academic Testing Center at the time the student takes the test for I.D. verification to Academic Testing Center staff. **Phone calls from instructors are not acceptable in these situations.**

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