

## STUDENT GUIDE FOR USE OF ACC TESTING CENTERS

Austin Community College is pleased to provide testing services to ACC faculty and students. In order to ensure test integrity and adequate space for testing, ACC has established the following guidelines:

**A. I.D. REQUIREMENT.** Students are required to show an [ACC photo ID](#) in order to test.

### **B. WRITTEN PERMISSION FROM INSTRUCTOR**

1. Some tests also require written permission from your instructor *in addition to* your photo ID and student ID.
2. If the test deadline has passed, you *must* bring written permission from the instructor.

### **C. STUDENT TEST REQUEST FORM**

1. Students are required to complete the Student Test Request Form which contains the following student information:
  - a. Synonym Number & Section Number
  - b. Course Abbreviation & Course Number
  - c. Test Number
  - d. Instructor's Name

### **D. RETESTING**

1. The yellow student copy of the Test Request Form **is required** for retesting.
2. Retests may not be available in all courses.
3. Students may not retest more than once on the same exam version.

**E. TESTING MATERIALS.** Students should bring *only* the materials that an instructor has allowed for a given test.

1. The Testing Centers provide the following approved items:
  - a. English dictionaries (non-electronic)
  - b. Scantron answer sheet
  - c. All types of paper
2. If authorized by instructor, Foreign Language Dictionaries, must be provided by the student and must be word to word only and non-electronic.
3. Having unauthorized materials (food, drinks and tobacco items, cell phones, pagers, and other electronic devices, etc.) with you while testing is considered **scholastic dishonesty** and may subject you to disciplinary action. Unauthorized items must be stored elsewhere, in a locker, or shelved in the Testing Center at your own risk.

#### **F. LOCKERS**

1. You are responsible for the return of your locker key to Testing Center staff.
2. Your property will not be surrendered in the case of a lost key until a report is filed with Campus Police.
3. The incident will be reported to Admissions Director and a hold will be placed on your record until the key is returned or replaced.

#### **G. CHILDREN ARE NOT ALLOWED IN TESTING CENTERS AND ARE NOT TO BE LEFT UNATTENDED ON ANY ACC CAMPUS.**

#### **H. SEATING POLICY**

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

#### **I. BREAKS DURING TESTING**

1. Students may not leave the Testing Center for breaks, to drink water, or go to the restroom.
2. Only with a medical statement from a doctor may a student be allowed to leave the Testing Center for a break during the test.

#### **J. SCORING OF TESTS**

1. If an answer key is available, the test will be graded and you will be given your raw score. Keep the yellow copy of the Student Test Request Form for the remainder of the semester to ensure that grades have been posted. This is proof you took the exam.
2. 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.

#### **K. GRADES OF INCOMPLETE**

Testing for grades of Incomplete require an Incomplete Grade Form or verification from Admissions and Records and signature of instructor.

#### **L. HOURS OF OPERATION**

1. Hours of operation for all the Testing Centers are located on the web at <http://www.austincc.edu/testctr>.
2. Hours for testing vary from Center to Center and are subject to change without notice due to emergencies or unforeseen circumstances.
3. Students will not be admitted and new test materials will not be distributed after the stated closing time.
4. All test materials are collected from students thirty (30) minutes after closing time.

#### **M. 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 Centers 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.

#### **N. 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 outlined in the ACC Student Handbook.

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