STUDENT GUIDE FOR USING ACC TESTING CENTERS

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.

A. A test will be administered only if you have the proper identification. You must have a valid photo identification (I.D.) and a valid ACC I.D. or an official fee receipt. Some tests also require written permission from your instructor; however, a written permission is not enough, you still need your required I.D.

B. If your test deadline has passed, you must bring written permission from your instructor before taking the exam.

C. Initial and re-testing on the same day is not allowed in any Testing Center.

D. Bring only the materials that are allowed during the exam (check with your instructor). All other items (pagers, cell phones, laptops, purses, wallets, calculator cases, pencil cases, operation instructions for calculators, etc.) must be stored elsewhere or shelved in the Testing Center at your own risk. Having unauthorized materials with you while taking a test is considered scholastic dishonesty and may subject you to disciplinary action.

E. The Testing Centers provide approved items such as English dictionaries, scantron answer sheets, and all types of paper. Electronic dictionaries are not allowed.

F. Testing Center may assign you seating.

G. Each test must be taken in one sitting. Space available limits administering tests that last more than ninety (90) minutes. If you must leave before completing a test (even to go to the restroom, unless you have a doctor-verified reason), your test must be turned in and it will be graded.

THINGS TO REMEMBER

Children are not allowed in the Testing Centers.

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

You can not use cell phones and pagers. They must be powered off;

no audible or vibrating mode can be used.

Students will be given only one warning.

The second time, the student's test will be collected and he/she will be asked to leave.

Staff will contact the instructor with an explanation of the incident.
PROCEDURES

1. Before beginning an exam, read and complete all items on the Student Test Request and Grade Form including:
   - Student information;
     - Section number, course abbreviation, course number, and test number; and
     - Instructor's name and home campus.
   - All exams must be turned in no later than thirty (30) minutes after closing.

4. If your test is to be scored by the Testing Center, you will be given an answer sheet. Fill out the top of the answer sheet with your instructor's name, your name, course abbreviation, section number, and course number. Use only a No. 2 pencil to shade in your answers to the questions on the scantron.

5. Return all testing materials when you complete the test. If a key is available, the test will be graded and you will be given the total number of questions you answered correctly. Please keep the yellow copy of the Student Test Request and Grade Form until you are sure your instructor has recorded your grade. This is proof that you took the exam.

6. Once the test has been graded, it cannot be reviewed or examined again in the Testing Center. Testing Centers do not keep records of exams. Contact your instructor for feedback on questions you answered incorrectly.

7. Students who are re-testing are required to bring the yellow copy of the Student Test Request and Grade Form from the original test.

8. Any information included on your test is not to be taken from the Testing Center or shared with others, either in writing or verbally.

9. All tests are monitored. Any student suspected of/or caught cheating (including using unauthorized materials during testing) will be referred to the appropriate administrator. Disciplinary actions for scholastic dishonesty range from exclusion from Testing Centers to expulsion from ACC. Refer to the ACC Student Handbook for the College's disciplinary policies and procedures.

10. When the Testing Center is full, students may sign a waiting list, take a ticket, or line up outside the Center. The system may be different for each Center. If you desire to take more than one test, you must leave the Center and begin the process again.
11. Student identification is required to take can exam. The following is acceptable:

12. Current ACC student I.D. with acceptable photo I.D.

   Current ACC official receipt with acceptable photo I.D.

   Approved Temporary ACC Testing Center Photo I.D. obtained from the Testing Center ($5.00 fee)

   Coming to the Testing Center accompanied by your instructor; student must take the test at that time.

13. Testing for grades of Incomplete require the following:

14. Incomplete Grade Form or verification from Admissions and Records

   Acceptable Photo ID

   Current Drivers License Current Passport

   Current Resident Alien Card Current Dept. of Public Safety I.D.

   Current Dept. of Defense I.D. ACC Testing Center Photo I.D.

15. Testing Center operating hours are subject to change without notice.