ACC Testing Center Guidelines for Students
Updated 9/24/18

Austin Community College provides testing services to ACC faculty and students. To ensure test integrity and adequate space for testing, ACC has established the following guidelines.

A. ID Requirement
   1. Students must present an ACC ID, a current government issued ID, or school issued ID in order to test. Students who test without an ACC ID must know their ACC ID number.
   2. ACC Photo IDs may be obtained from any campus Admissions & Records Office.
   3. An instructor may accompany a student without the proper ID to identify the student at the time of testing.

B. To request a test, the following information is required:
   1. Course Abbreviation & Course Number
   2. Instructor’s Name
   3. Student ID Number
   4. Test Number

C. Testing Materials
   1. If approved by the instructor, Testing Centers provide paper, scanform answer sheets and English dictionaries and Thesauri.
   2. Calculators: Instructors must approve both the use and type of calculator for students. Testing Centers have limited supply of calculators for student use.
   3. Students may bring foreign language dictionaries if approved by the instructor. Dictionaries must not contain any extraneous written notations. Electronic dictionaries are not allowed in the Testing Centers.
   4. Possession of any testing materials or items not authorized by Testing Center staff are not allowed and are in violation of Testing Center academic integrity policy.

D. Use of Notes
   1. Notes must be pre-authorized by the instructor.
   2. Notes must be written or typed on an “8 1/2 x 11” sheet of paper.
   3. Notes will be collected, attached to the completed test, and returned to the instructor.
   4. Notes written on index cards and any size sheet other than 8 1/2 x 11 are not allowed.

E. Prohibited Items
   1. Cell phones and all wi-fi enabled/capable electronic devices
   2. Brimmed hats, hoods (except for religious head apparel) NOTE: Any other headgear is allowed but we reserve the right to inspect or have you remove it.
   3. Food and drink
   4. Tobacco products, including electronic smoking devices
   5. All watches
   6. Cases and pouches
   7. Firearms
F. Campus Carry

*All Assessment and Testing Centers are Exclusion Zones.* A License to Carry (LTC) Holder **may not** carry a concealed handgun, weapon, or firearm.

1. A License to Carry (LTC) Holder shall not leave a handgun unattended regardless of whether stored in a locker, locked container, desk drawer, cabinet, office, backpack, purse, or other similar bag or carryall.

2. A License to Carry (LTC) Holder may lawfully store their handgun or ammunition in a locked, privately owned motor vehicle on any driveway, street, parking lot, parking garage, or other parking area provided by or under the control of the Austin Community College District.

3. Only law enforcement personnel with proper law enforcement ID are allowed to have their firearms in Testing Centers. They may not take in cell phones, radios or any other electronic item while testing.

G. Surveillance and Monitoring

In addition to monitoring by staff, the Testing Centers employ audio, video and computer surveillance and recording technologies to maintain an environment of academic integrity.

H. Student Test Deadlines

Testing Center staff do not give out test deadlines to students.

I. Written Permission from Instructor

1. If the test deadline has passed, the student must present written or emailed (to student from instructor’s ACC email) permission from the instructor to test. Phone calls from instructors are not acceptable.

2. Some tests require permission from the instructor which must be presented when the student requests an exam.

J. Retesting

1. If an instructor has made provisions, retesting is available to students.

2. Students are not allowed to request a specific test version.

K. Completion of Tests

1. Once the completed test has been handed to staff by the student, it cannot be reviewed or examined again in the Testing Center. Students should contact their instructor for feedback information on the test items.

2. All exams will be collected at the closing time designated for that campus. No exceptions. The staff will notify campus police if the student does not comply.

L. No Breaks during Testing

Students taking academic tests may not leave the Testing Center for breaks, to drink water, or go to the restroom, unless the Student Accessibility Services office has provided the Testing Center staff with documentation to allow breaks. If a student leaves for any reason, including any personal emergency which may arise, the testing session is terminated and the student will not be able to return to complete the test. The student must check with the instructor for other testing arrangements.
M. Seating Policy
   1. Testing Center staff may assign seating at their discretion.
   2. When the Testing Center is full,
      a. Students may be put on a wait list to wait for the next available seat.
      b. If a student is taking multiple tests and a wait line exists, the student must re-enter the wait queue for each test.

N. Grades of Incomplete
   1. Students are required to bring one of the following to test:
      a. Report of Incomplete Grade Form with the instructor’s signature.
      b. Email verification from the instructor’s ACC email account from the student’s ACC email.

O. Course Homework/Assignments
   Students cannot submit course homework and other assignments to the Testing Center. These items should be taken to the Campus Duplication/Mailroom for assistance.

P. Lockers
   1. Lockers are available for students to store belongings while testing.
   2. Students are responsible for the return of the lock and key to Testing Center staff.
   3. A hold will be placed on the student’s record until the lock/key is returned.
   4. Austin Community College is not responsible for lost, stolen, misplaced or unattended items. Students must secure all items in lockers.

Q. Children Are Not Allowed in Testing Centers
   Children may not be left unattended at any location on any ACC Campus. Student’s testing session will be concluded and the student will be asked to exit the Testing Center to attend to children. Instructor approval is required for another attempt toward completing this test.

R. Hours of Operation
   1. Hours of operation for the campus Instructional Testing Centers vary from campus to campus and are located on the ACC website at http://www.austincc.edu/testctr.
   2. Emergency closures will be on the ACC website home page. Should an emergency closure occur for the college or any campus(s) during open hours, all tests will be immediately collected and instructors notified of the emergency closure.
   3. Students will not be admitted and no additional tests will be administered after the stated closing times. Tests will be collected by staff at the stated closing times.

S. Evacuation
   1. Students must remain with Testing Center staff at all times.
   2. Students are not allowed to remove any belongings from lockers prior to evacuation. Students who remove belongings will be treated as having unauthorized materials and will not be allowed to finish testing.
   3. Students who do not return to the Testing Center with staff, will be treated as taking an unauthorized break and will not be allowed to finish testing.
T. Testing Center Violations

1. Unauthorized Items
A student found to have unauthorized items including food, drink, tobacco items, cell phones, and other electronic devices (including, but not limited to, electronic smoking devices or smart watches) are in violation of the Testing Center guidelines. Students will be issued a warning, which will be recorded as a warning in the Academic Testing Violations list (google drive).

If a student has a second violation of this nature,(view the responses for warnings in the google drive) the student will be directed by the Testing Center staff to stop the test and asked to leave the Testing Center. Staff will complete the Testing Center Violations Form. Staff will also enter the students information in Digital Desk Operations and google drive.

2. Student Standards of Conduct
Students who cause disturbances, or engage in any kind of misconduct that significantly interferes or disrupts Testing Center operations, are in violation of Testing Center guidelines and Student Standards of Conduct. The student will be directed by the Testing Center Staff to stop the test and asked to leave the Testing Center. Staff will complete the Testing Center Violations Form. Staff will also enter the students information in Digital Desk Operations and google drive.

3. Academic Dishonesty/Misconduct
Acts of academic dishonesty and/or academic misconduct, including cheating, accessing information without authorization (cell phone use, internet use, opening other sites/pages other than the exam), possession of or intended use of unauthorized items such as notes, calculator, books are a violation of Testing Center guidelines and Academic Integrity. Staff will collect any unauthorized items and the student will be directed by the Testing Center staff to stop the test and asked to leave the Testing Center. Staff will complete the Testing Center Violations Form. Staff will also enter the students information in Digital Desk Operations and google drive.

U. Student Complaint Procedures
http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures

Any guidelines not covered by this document will be at the discretion of the Director of Testing, Holly Delacroix-DeRouen or the Executive Dean of Student Services for the Central Region, Dr. Dorado Kinney.