Testers are expected to follow College policies (https://www.davidsonccc.edu/catalog/college-policies). Testers who refuse to abide by College and Learning Commons policies will be asked to leave.

Food and/or Drinks
Food is not allowed in either Testing Room. Drinks with lids may or may not be allowed depending on the testing companies policies. Testers will need to discard food items and drinks if necessary before checking-in for testing at the Learning Commons Welcome Desk.

Children
Children are not allowed in the Testing Center and cannot be left in the Learning Commons while the parent/adult is testing. The College policy states that a child is anybody under the age of 18 (this would exclude any high school students taking a test in the Learning Commons Testing Center). In this situation, the parent/adult will need to reschedule their testing appointment.

Walk-in Testing
Walk-in testing is available only for College placement and WorkKeys testing, if room is available in the Testing Room. Students can make appointments online for placement and WorkKeys testing on the Learning Commons website.

Appointment Based Testing for Curriculum Testing
DCCC students who are referred to the Learning Commons Testing Center for pre-curriculum, curriculum, and transitional center testing are required to make testing appointments online through the Learning Commons website at least 24 business hours in advance.

Late Policy for Curriculum Testing
Testers are encouraged to be early for testing appointments to allow time for testing check-in. Testers cannot be more than 15 minutes late to a pre-curriculum or curriculum test. If a tester is more than 15 minutes late, they will need to reschedule their test online through the acuity link on our website. Testers for curriculum testing cannot reschedule their test the day of testing due to online scheduling as this has to be done online at least 24 hours in advance. Please note, for other testing except walk-in testing, students are not allowed to be late and are encouraged to be here 30-45 minutes early due to testing company policies.

Testing Dates & Early Testing
Testing prior to the test start date is not allowed in the Learning Commons Testing Center. It's the tester's responsibility to know the dates when they are required to take a course test. The proctors will follow the test dates provided by the instructor on the Testing Cover Sheet. If a student has a question about the test dates or needs to test after the deadline, they should contact their instructor immediately.

Testing Check-in
Testers must bring a valid (non-expired) photo ID (please see acceptable ID's at the bottom of these policies) and go to the Learning Commons Welcome Desk (first floor of the Grady Edward Love Building on the main DCCC campus) to check-in for testing. Testers are required to go directly to the designated testing room after checking in at the Learning Commons Welcome Desk.

Early Appointment Testing for Curriculum Testing
Testers can test 30 minutes early if room is available in the Testing Center.

Breaks During Testing
Testers are encouraged to use the restroom prior to checking in for testing. Please note that some testing companies do not allow breaks (to include restroom breaks) during testing. For course testing, instructors decide whether breaks (to

include restroom breaks) are acceptable. Please note, no test will be stopped or altered by the proctor nor will the instructor be able to be contacted during a test if a student disagrees with the instructions on the Testing Center Cover Sheet.

Testing Instructions for Curriculum Testing
Testing Center staff will follow instructions from the instructor on the Testing Center Cover Sheet. Students who dispute the instructions will need to contact their instructor. Please note, no test will be stopped or altered by the proctor nor will the instructor be able to be contacted during a test if a student disagrees with the instructions on the Testing Center Cover Sheet. Students cannot complete a pre-curriculum, curriculum test and certain other special tests during multiple sittings unless their instructor has given permission on the cover sheet.

Errors on a Curriculum Tests
If a tester finds an error on a pre-curriculum or curriculum test, the proctor will note the mistake on the test and notify the instructor after the test. The tester is also encouraged to contact their instructor about the error but no test will be stopped or altered by the proctor nor will the instructor be able to be contacted during the test.

Non-Test Materials in the Testing Room
Due to space, the Testing Center staff cannot collect and be responsible for non-test related materials. Testers are encouraged to bring only what they need for their testing appointment. Please note that certain tests (non-curriculum tests) require proper storage of items in our separate check-in area.

Accommodation Testing for DCCC Curriculum, Placement, WorkKeys and TEAS Testing
Students wanting consideration for accommodation testing for curriculum, placement, WorkKeys and TEAS testing should contact the Coordinator, Disability Services. A copy of the current official accommodation plan (must have all signatures on the plan and a seal on the original plan) is acceptable for curriculum testing until the final plan is received. However, an official copy of the accommodation plan is required on file for any tests given through a testing company.

Accommodation testing appointments are made online through the Learning Commons website with the exception of Reader and Scribe requests. Reader and Scribe requests for curriculum and placement testing require one week's notice. Students will need to provide three potential appointment times to the Learning Commons Welcome Desk either in-person or by calling 336-249-8186, ext. 6787. Once a reader/scribe is arranged, a Learning Commons staff member will contact the student to confirm the testing time. Please note, accommodation testing for placement and WorkKeys will not be allowed during curriculum midterms and finals due to higher volume of curriculum accommodation testers.

Accommodation Testing for Pearson and HiSET
- Accommodations for Pearson and HiSET tests must be requested through the company.
  For GED Tests please see: http://www.gedtestingservice.com/testers/accommodations-for-disability
- For Pearson Tests please see: https://home.pearsonvue.com/test-taker/Test-accommodations.aspx
- For HiSET tests please see: http://hiset.ets.org/take/disabilities/

HiSET Late Policy
HiSET testers are expected to arrive for check-in no later than their scheduled appointment time. Testers are advised upon registration to report to the Testing Center 45 minutes before their scheduled time to allow time for required paperwork and check-in. Testers arriving at the check-in room any time after their scheduled appointment time will not be allowed to test. Please note that testers in the Learning Commons must arrive five minutes prior to the testing appointment to allow for check-in and to be present in the room at the time of the testing appointment.

Pearson Vue Late Policy
Pearson generally allows a 15 minute grace period to arrive for testing, however if the time needed for the test exceeds the time left in the testing session than the tester will not be allowed to begin testing. For example; the test is 120

minutes and is scheduled for 3:00. The testing session ends at 5:00. If the tester arrives any time after 3:00 they will not have sufficient time to test and will not be allowed to test.

Late Policy for TEAS Testing
Testers are encouraged to arrive 30-45 minutes early and no later than five minutes prior to testing. Testers that arrive 4 minutes or less will not have time to complete required testing check-in. Testers who are not here within 5 minutes of the testing start time will forfeit their testing registration cost per testing company policies. Testers who have questions or concerns should contact ATI.

Cell Phone, Watch & Fit Bit Policy
All cell phone devices to include the following must be completing powered down and removed upon check-in at the Learning Commons Welcome Desk:
- Watches connected to a phone
- Watches with a calculator
- Cell phone ear pieces
- Fit Bit with a calculator,

If a tester violates the cell phone, watch & Fit Bit policy, they will be asked to leave the Testing Center and their scores may be invalidated. The students will need to meet with the Coordinator, Testing Center in order to test in the Learning Commons Testing Center in the future.

Disrupting the Testing Environment and Code of Conduct
Testers cannot talk or disturb the quiet testing environment. If a tester is disrupting the testing environment, they will be asked to leave. Testers that violate DCCC's Code of Conduct in the Testing Center will be reported to the Conduct Officer and may be not be able to use the Learning Commons Testing Center in the future.

Academic Integrity
The Learning Commons testing staff cannot assist testers with assessments/tests. Testers who engage in questionable behavior (potential cheating) will be reported to the instructor and/or appropriate administration. Depending on the circumstances, a code of conduct may be filled and the tester may not be allowed to test in the Testing Center.

WorkKeys Policy
Testers wishing to take WorkKeys' tests will have to pay prior to testing in the Business Office. Costs are as follows: $15 for Locating Information, Applied Math, Reading for Information; $15 for Applied Technology; $25 for Workplace Observation. Testers need to bring their receipt and a valid photo ID (please see acceptable ID's at the bottom of these policies) from the Business Office to the Welcome Desk in order to test.

If a tester is referred to the Testing Center for WorkKeys testing through a local business then the Testing Center has already received prior notice of this and the testers will be able to take their needed exams at no charge. The tester will sign in at the Welcome Desk with a valid (non-expired) photo ID (please see acceptable ID's at the bottom of these policies).

Academic Skills Assessment Policy (Retest Policy) – Approved by the DCCC Board
The purpose of skills assessment is to match the academic readiness of the incoming student with the academic requirements of the curriculum. Based on assessment information, a student may be placed directly into college-level English, Math, computer or other courses or into one of the pre-curriculum courses that are designed to prepare the student for successful entry into his/her chosen field of study. Students who provide official high school transcripts, less than five years old, showing completion of certain courses with a satisfactory unweighted GPA may not be required to take any skills assessments. Also, students who provide official college transcripts showing completion of college-level English, math, or computer classes, or the completion of a Bachelor's degree may be exempt from all of part of the skills assessment. Acceptable scores less than five years old on the SAT or ACT may also qualify the applicant for placement into college level English or math courses without further assessment. DCCC does not retain assessment scores and records more than five years.

Students may repeat all or part of any placement assessment. In order to qualify, a tester must show documentation of remediation in the area(s) in which he/she plans to retest.

Distance Placement Testing Policy – Approved policy by the Distance Testing Committee, Vice President of Academic Affairs and DCCC Board in June, 2016
Students who are applying to Davidson County Community College and need to take the placement test (Accuplacer and/or Computer Skills) but choose not to come to the Davidson campus, Davie campus, Thomasville Education Center or Lexington Education Center, may take placement testing online through BVirtual. Arrangements can be made my contacting DCCC's Enrollment Center at 336-249-8186. There are costs associated with taking the placement tests online and fees will need to be paid directly to BVirtual. Please note it's the tester's responsibility to let the Learning Commons know when they complete all the necessary tests in BVirtual. Test scores will not be pulled from College Board and entered until the tester notifies the Learning Commons that they have completed the necessary tests.

Online Course Proctoring Policy
The Learning Commons Testing Center provides proctored testing for online courses. Instructors should contact Lynn Barber (lynn_barber@davidsonccc.edu), Coordinator Testing Center to set-up testing dates. If Lynn is out, the instructor may contact Elizabeth Kremer (elizabeth_kremer@davidsonccc.edu). Instructors will need to complete a "Testing Cover Sheet" that can be found under the Learning Commons tab on the Intranet and either email the learningcommons@davidsonccc.edu or bring over the test and cover sheet.

Proctored Testing for Students at a Distance Policy – Approved policy by the Distance Testing Committee and the Vice President of Academic Affairs
If a student lives at a distance and is not able to come to the Learning Commons, an instructor may approve a student to take the test at a local Community College or University Testing Center. The student will need to complete the "Distance Proctored Testing Request" on the Learning Commons website under curriculum testing at least one week in advance. Instructors will need to e-mail the "Distance Testing Cover Sheet" which can be found on the Intranet under the Learning Commons tab then under the Distance Testing link at least one week prior to the testing date to learningcommons@davidsonccc.edu. The Learning Commons staff will work with that Testing Center to set-up testing and communicate back with the instructor.

If a student lives at a distance and the instructor would prefer to handle the arrangements, the following guidelines are recommended by the National College Testing Association.

The Testing Center should:
- Have a dedicated testing space with a proctor who regularly monitors testing either by being the room or observing through a window.
- Verify identification of testers.
- Uphold FERPA (The Family Education Rights and Privacy Act of 1974) through confidentiality.
- Safeguard tests, passwords and other confidential information and secure all testing materials.
- Report any testing violations to Davidson County Community College.

Please note that some colleges charge fees to test non-students.

Proctored Testing for Non-DCCC Students Approved policy by the Distance Testing Committee, Vice President of Academic Affairs and DCCC Board in June, 2016
The proctored testing fee is charged to non-DCCC students to take proctored tests on our campus. The $25 fee helps the college to cover administrative costs. The testing fee is charged per test. Additional fees may be charged by outside testing agencies depending on the type of exam. For example as it relates to TEAS and NACE, Students who are not applying to nursing programs at DCCC will have to pay $25 on top of what they pay for to the testing companies for TEAS and NACE. A student that is not applying to DCCC can take a placement test here but they will

be charged $25 per test. For course tests, appointments are required one week in advance using our scheduling system to allow time for the test and instructions to be sent to the Learning Commons Testing Center.

Non-DCCC students who want to test in our Testing Center need to complete the "Non-DCCC Testing Request Form" located on the Learning Commons website under testing. A staff member will follow-up with the requester through email with important information. For course tests, the instructor at the College where the student attends will need to complete and submit a Testing Cover sheet to learningcommons@davidsonccc.edu 24 hours before the testing appointment.

Payment through the DCCC Business Office is required prior to taking a test for all non-DCCC students. It's the student's responsibility to get a receipt from the DCCC Business Office and show it to our Learning Commons Welcome Desk for proof of payment. The business office is open 8 a.m.-5 p.m. Monday-Friday. Students can pay in-person or over the phone. If a student pays over the phone, it's the student's responsibility to ask the DCCC Business Office to email them a receipt. Testing will not be allowed nor delayed for non-DCCC students who do not show a valid and current receipt per test.

ACCEPTABLE FORMS OF ID FOR <u>CURRICULUM (CLASS) TESTING</u>

NC DRIVERS LICENSE/PERMIT

NC IDENTIFICATION CARD

US PASSPORT/PASSPORT CARD

MILITARY IDENTIFICATION CARD

STUDENT ID

MATRICULA CONSULAR ID

BANK CARD WITH PHOTO

TRIBAL CARD

EMPLOYER ID

Updated: 6/9/17

Candidates are required to show one of the following acceptable forms of identification.
The ID must include the candidates name and a recognizable photograph. Acceptable forms include:

- A current (non-expired) driver's license or current state/federal approved ID
- Original & current (non-expired) temporary DMV ID
- Current College/High School ID

- Current Bank card with photo and name
- Current Employee ID
- High School ID's are acceptable as long it's not a copy and contains a photo

**Per national testing certification, expired driver's license, expired temporary DMV ID or a paper copy of the orignal paper temporary ID or of any ID is not an acceptable form of ID.