

**WALLACE COMMUNITY
COLLEGE
TESTING CENTER
POLICY MANUAL
2017-2018**



INTRODUCTION

The Wallace Community College Testing Center shall furnish a facility and personnel for administering the Ability to Benefit exam, ACCUPLACER placement exam, Admissions Assessment (A-2) exam, BIO 103 Challenge Exam, CIS 146 Challenge Exam, College Level Examination Program (CLEP), and Test of Essential Skills (ATI TEAS) tests in addition to providing isolated environments for students receiving test-related accommodations through the Disability Support Services office to complete their exams. The purpose of this manual is to communicate the procedures for scheduling, administering, and taking tests.

TESTING CENTER FACILITIES

The Testing Centers are located in room A-1 within the Administration Building on the Sparks Campus and room 126 in Grimsley Hall on the Wallace Campus. Both centers provide a quiet, secure place with minimal distraction.

The Testing Center on the Sparks Campus is an open lab, which is available for students to use when not being used for testing purposes, while the Testing Room on the Wallace Campus is only to be used for testing.

Testing Center personnel and Student Affairs administrators are the only personnel that have access to the Testing Center facility on the Wallace Campus.

RESPONSIBILITIES OF THE STUDENT

1. Students taking the A-2 exam, BIO 103 Challenge Exam, CIS 146 Challenge Exam, and CLEP must make an examination appointment by emailing Testing Center staff at testing@wallace.edu or testingsparks@wallace.edu at least 2 business days in advance of test.
 - a. Students should contact the Testing Center as early as possible to cancel an appointment if circumstances prevent the student from keeping the appointment.
 - b. Students can cancel testing sessions by using the above email addresses.
2. Students should arrive on time. Students arriving late for their scheduled test may have to reschedule their test date and time if individual testing rooms or the open lab are to be utilized by other students throughout the day. If students are still permitted to sit for their exam after arriving late, the time available for students to complete their examination may be limited.
3. Only those items that are authorized by the testing companies, testing administrators, the College's ADA Coordinators, and faculty members may be utilized during testing.
 - a. Cell phones and electronic devices, to include watches must be turned off/silenced and left in lockers in the Testing Centers.
 - b. All personal belongings must be left in lockers in the Testing Center. Keeping cell phones, electronic devices, or personal belongings while testing constitutes academic dishonesty, which could result in the test/exam being terminated, as well as, a report being sent to the instructor or faculty member for further action.
4. Students should take their personal belongings with them when they leave the Testing Center, as Testing Center staff will not be held responsible for items left in the Testing Center.

5. Students must not modify or alter computer stations, including, but not limited to, installing programs, saving or deleting workstation files, and changing the desktop configuration.
6. Children, parents, spouses, friends, and helpers are not allowed in the Testing Center.
7. The Testing Administrators cannot assist with the content of the exam. They can only answer questions about the administration of the exam.
8. ADA accommodation forms must be signed by faculty members and returned to the campus ADA Coordinator before the Testing Center may be utilized for testing.

SPECIAL ACCOMMODATIONS

Students have the responsibility to provide Wallace Community College with documentation of any disability that may affect the outcome of testing. The College has designated the Coordinator of Student Services (Sparks Campus) and Director of Student and Campus Services (Wallace Campus) as administrators of special accommodations. These offices will determine what constitutes reasonable accommodations based upon the documentation submitted by the student. Therefore, the following guidelines apply to those students designated to receive special accommodations.

1. Tests should be scheduled by the instructor at least two weeks in advance.
2. It is important to notify the Testing Center personnel as early as possible prior to the test date/time regarding any cancellations or changes, particularly if any special accommodations have been requested.
3. Students are only allowed the use of aids that have been specifically authorized by the offices of the Coordinator of Student Services and/or the Director of Student and Campus Services.
4. Students with disabilities using the Testing Center are held to the same testing protocol as other students.

TESTING PRACTICES

Identification

A valid picture ID is required to sit for any test administered by the Testing Center. This may be a driver's license, WCC or high school ID (where permitted), passport, military ID or a government issued ID. For the ATI TEAS Test, the examinee must have a valid ID which is government-issued, with a current photograph and examinee's signature and permanent address.

Stopping an exam

In the case of a medical emergency, the ACCUPLACER placement exam can be stopped and the student can resume testing at a later date. The student must contact the Testing Center to reschedule the test within two weeks and within the posted Testing Center hours. Stoppage of an ACCUPLACER exam for a medical emergency must be authorized by Testing Center personnel.

All other exams (e.g., A-2, BIO 103, CIS 146, CLEP, Instructional and ATI TEAS exams) must be finished in one sitting.

ACADEMIC HONESTY POLICY

At any time while a student is sitting for an exam, if the Test Administrator observes any misconduct on the part of the examinee, the examinee may be asked to stop a specific action or behavior. Cheating is not tolerated. If cheating behavior is suspected, the staff member may end the test immediately. The student will be asked to leave the test and any fees will be forfeited. The student may or may not be allowed to test again at the Testing Center.

Misconduct can be described as any of the following behaviors (list is not all-inclusive):

- Giving or receiving assistance of any kind;
- Taking or attempting to take the same exam more than once during an individual testing session;
- Attempting to take an examination for someone else;
- Using any prohibited aids (this includes Internet sites);
- Failure to follow instructions;
- Causing a disturbance of any kind;
- Removing or attempting to remove test questions, responses, or notes;
- Attempting to remove scratch paper from the Testing Center;
- Tampering with the computer; and/or
- Attempting to use the computer for any reason other than testing.

The Testing Centers employ video monitoring equipment and computer security software for promoting academic integrity and a safe testing environment. Please note that this software will be utilized and monitored at all times while testing is ongoing in the Testing Centers.

Protocol for the staff member after observing cheating:

1. Contact Coordinator of Student Services/Director of Student and Campus Services and Campus Police and ask them to come to the Testing Center before approaching examinee.
2. Approach the examinee and end the test in the quietest manner possible.
3. Outside of the testing room, explain to the student that the test have been terminated due to cheating.
4. **If an ACCUPLACER test, student must wait 60 days to retest. Student will pay \$30 fee to retest, and this will be considered student's retest for the calendar year.**
5. If an instructional test, the instructor will be notified, and the instructor will decide whether the student will be allowed to complete the exam.

TESTING PROTOCOL FOR STUDENT

Testing protocol is a set of rules concerning etiquette and behavior involving tests. They are common sense articles to enable people to complete their exams with minimum confusion, distraction, and stress.

1. Know where and when the test will be administered, how to get there, and where to park.
2. Allow sufficient time to arrive early.

3. Know what-and what not-to bring. A proper picture ID is mandatory. Scratch paper and pencil will be provided by the Testing Center.
4. Go to the restroom before the test begins.
5. Read directions carefully; then follow them.
6. Talking is not permitted.
7. Be considerate of those around you. Avoid behavior which could be distracting to others:
 - a. Do not drum fingers or tap feet;
 - b. Do not read questions out loud to yourself;
 - c. Remain quiet when entering or exiting the Testing Center; and
 - d. Do not bring food, drink, calculators, cell phones or pagers into the Testing Center.

TEST SECURITY

The Testing Center will maintain security of all tests entrusted to its care. Paper tests and score reports shall be kept in a secure, locked cabinet behind a locked door. No unauthorized person(s) shall have access to the tests.

CONFIDENTIALITY

The Testing Center recognizes and subscribes to the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. Results of examinations will be released only to the examinee and only upon presentation of proper identification.

FAIRNESS AND NONDISCRIMINATION

All personnel of the Testing Center will avoid all activities which are, or appear to be, improper including (but not limited to): discussing the specifics of any examination or coaching/assisting examinees on responding to the questions on any examination. Testing Center personnel will also not proctor exams of any family members.

The Testing Center will administer all tests in a fair, impartial, and uniform manner, with the instructions of the test communicated to the test taker. No examinees will be given an advantage over any others. All examinations will be monitored to prevent the possibility of academic dishonesty or cheating.

The Testing Center does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the administration of any tests.

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