

# **CALHOUN COMMUNITY COLLEGE TESTING CENTERS**

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**The Decatur Campus Academic Testing Center is located in room 119 in the Business Center. Our operating hours are: 8:00am until 6:30 pm Monday-Thursday and from 8:00am until 11:00am on Friday. You may contact us at 256-306-2522.**

**The Huntsville Campus Academic Testing Center is located in rooms 205/206 at the Research Park Campus. Our operating hours are 10:00 am until 6:30 pm on Monday – Thursday. We are closed on Friday. You may contact us at 256-890-4792.**

## **Testing Center Services**

The Testing Center provides the following services free of charge to Calhoun Community College students:

Proctored tests for CCC instructors

Proctored tests for distance learning courses

WebCT testing – WebCT is not set up by the testing center.

Make-up tests

All tests will be collected at the end of the time limit allowed by the course instructor and at closing time, and no tests will be started one hour prior to the closing of the center.

## **Other Information**

- Special Accommodations – Students seeking special accommodations should contact the ADA office at 256-306-2635 (Decatur Campus) or 256-890-4720 (Huntsville Campus).
- Proctoring – Testing staff visually monitor all testing situations. Any unusual circumstances are reported to the Vice President for Instruction and Student Services and the Dean of Student Affairs, and/or respective instructors.

## CALHOUN COMMUNITY COLLEGE TESTING CENTER STUDENT GUIDELINES

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At Calhoun Community College we have attempted to take the anxiety out of testing and to create a comfortable environment. As a partner in this, we need for you to adhere to the following **guidelines** and **procedures**:

- You must present an official photo I.D. This may include a current driver's license, CCC student I.D., current alien registration/passport, or military I.D. Other forms of identification may be required. You will not be allowed to take a test without proper identification.
- All students at the beginning of the exam, computer-based or pencil and paper, must log in to our website in order to utilize the college's testing services.
- No food, drink, or tobacco products are allowed.
- No children or unauthorized adults are allowed.
- All tests will be collected at the end of the time limit designated by your instructor, and at closing time, and no tests will be administered one hour prior to the closing of the center
- Cell Phones, pagers, and lincs must be turned off upon entering the testing center
- No calculators or PDA's, unless otherwise permitted by instructor as per transmittal form.
- All personal belongings to include purses, back packs, coats, and ball caps will not be allowed at the testing station. Students may leave them in the area designated by the Test Proctor or may choose to leave them in their vehicle.
- No earphones are allowed unless issued by the testing center.
- Students may be subject to video taping during exams to protect the identity of the test taker should any questions arise.
- No breaks will be allowed during the administration of a test. Once a test begins, you may not leave the room unless you have requested special accommodations.
- Only one test will be administered at a time.
- No scratch paper will be allowed to leave the test center. Scratch paper must be turned in with the test. Scratch paper will be provided by the testing center.
- Scantron forms will **not** be provided by the Testing Center; they are available for purchase at the campus bookstore.
- The Testing Center is a "fragrance-free environment". Please be considerate of other testers.
- Academic Dishonesty will not be tolerated. All cases of academic dishonesty will be referred to the Vice President for Instruction and Student Services and the Dean of Student Affairs. Calhoun Community College considers the following to be academic dishonesty:
  - Copying work from others during an examination
  - Allowing someone else to copy your work during an examination
  - Taking an examination for another
  - Allowing another person to take an exam for you
  - Obtaining a test and/or answers to a test for distribution to others
  - Using unauthorized materials during an examination
  - Attempting to access websites or resource materials for the course.

Please refer to the *Student Code of Conduct* section in the Handbook for disciplinary actions.

Before taking a test you will need a pencil or pen

Your assigned student password for online courses

Course name and section number (Example: BIO 103 01)

Instructor Name, Test Number and any material authorized by your instructor

**The Decatur Campus Testing Center (Business Center room 119) and the Huntsville Campus Testing Center (Research Park rooms 205/206) operate on a first come, first serve basis. The Testing Centers have a limited number of testing stations so students will be directed to the first available testing station. If a student leaves, they forfeit their spot in line at the Testing Center. The Decatur Testing Center hours of operation are Monday thru Thursday from 8:00am-6:30pm and on Fridays from 8:00am until 11:00am. The Huntsville Testing Center hours of operation are Monday thru Thursdays from 10:00 am until 6:30 pm. Hours may vary each semester, so it is recommended that each student check the schedule in advance for current hours of operation. You may contact us at 256-306-2522 (Decatur) or 256-890-4792 (Huntsville).**