

## TESTING CENTER

The Testing Center is committed to creating a positive atmosphere where students, faculty, and staff feel comfortable and confident that they will receive services in a professional manner and in a relaxed environment.

The Temple College Testing Center is available for placement testing, proctored exams (paper-based and computer-based), Health Professions assessments, Credit by Examinations, Institutional Exams, and other individual tests.

1. Most testing is done on a walk-in basis – first come-first served.
2. Credit-by-Examinations, Institutional Exams, and tests/examinees requiring special accommodations are the only tests required to have an appointment.
3. Instructors should contact the Coordinator for Student Accommodations before submitting testing material for students needing accommodations, as needed.
4. Credit by Examinations and Institutional Exams are only offered through the Temple College main campus. Department chairs are responsible for reviewing and maintaining the Credit by Examinations and Institutional Exams lists.
5. Specific policies for TC Employees regarding the administration of Institutional Exams may be found in the Institutional Exams guidelines in the Testing Center office and on the Testing website.
6. Examinees must arrive at the Testing Center early enough to complete their tests by the Testing Center's posted closing time. Tests will be collected at closing time even if the examinee has not finished. Testing Center hours are posted in the Testing Center office and on the website.
7. Each test must be taken in one sitting. Examinees will not be allowed to leave the testing room for any reason during a test.
8. Examinees may bring into the testing room only the materials that are allowed for the exam. Other items, including but not limited to, books, notebooks, note cards, note papers, cell phones, music devices, laptops, other electronic devices, etc., will not be allowed in the testing room. These items must be stored elsewhere or shelved in the Testing Center at the examinee's own risk. If any unauthorized materials are found on or around the examinee's desk, all materials, including the test, will be picked up, and the test will end at that time. The instructor will be notified immediately.
9. Instructors who request their students test in the Testing Center shall:
  - a. Complete and submit a Testing Center Cover Sheet for each test administered in the Testing Center
    - i. Include clear instructions on how tests are to be administered and what materials are allowed/not allowed

- ii. Supply a class roster or list of students who will take the test-including names and student ID numbers
  - Students who are not listed on the test Cover Sheet will not be admitted to the test
  - Instructors may add students to test lists as needed
- iii. Provide instructions on how test materials (completed tests, blank tests, scratch paper, etc.) will be returned
  - Sent by campus mail, or
  - Picked up by instructor or authorized personnel (include name)
- b. Deliver paper/pencil tests to the Testing Center, providing enough copies for all students (Supply additional testing materials as needed when students are added to test lists)
- c. Provide passwords for internet/computer-based tests
- d. Include maximum length of time permitted for the test