Student Support Center Testing Guidelines

The Southeastern Community College Student Support Center is dedicated to enhancing student learning and community offerings by providing comprehensive, accessible testing and assessment services. The Center is committed to maintaining the highest compliance with nationally-recognized testing standards and practices, safeguarding confidentiality of student records, and creating an optimal testing environment.

Due to the wide variety of tests administered by the Student Support Center, individuals should be advised that specific guidelines may vary from test to test and that all exams/exam sessions must be scheduled in advance.

1. Prior to taking a test, all students are asked to read the Student Support Center Testing Guidelines.

2. If special accommodations are required, students must first meet with Disability Services staff and also notify the instructor prior to testing.

3. In addition to proctors and regular walkthroughs, the Student Support Center utilizes video and computer surveillance and recording technologies to maintain an environment of academic integrity.

4. A valid photo ID is required for all testing. Exams will not be administered without PHOTO IDENTIFICATION. If a student is able to bring an SCC Employee who can verify their identity, they will be allowed to test on that basis.

5. Appointments for testing are requested to be scheduled 24 hours in advance. Appointments are given on first-come, first-served basis. Appointments may be made in person, by phone, or via email.

6. When making an appointment for a test, the student must be prepared to provide their name, course name, instructor’s name and title of the exam to be administered. This information will be required on the sign-in sheet.

7. Please remember to bring additional items if required for testing (i.e., scantrons, pens, pencils, calculator, etc.). Students can purchase scantrons in the bookstore.

8. If there is a testing fee, please first make payment at the Business Office and bring a copy of your receipt. No test will be given until the receipt is presented.

9. Arrive on time for your appointment. Plan ahead for traffic, weather, etc. Late arrivals (more than 20 minutes) may forfeit their seat and/or be required to reschedule their test-especially during high-volume testing periods.

10. Tests that have less than a 60-minute time limit, MAY be administered on an as available basis within 1 hour of the Support Center closing time.

11. All exams must be completed by closing whether completed or not. It is the student’s responsibility to arrive early enough to complete the exam. The Student Support Center will not stay open after hours for students to finish exams.

12. Instructors issue time-frames and cut-off dates along with each exam and these will be explicitly enforced. An expired test will not be issued without written consent from your instructor to administer the exam.

Approved 2.8.17; Synergy Team
Endorsed 2.21.17; Cabinet
13. Student Support Center staff will assign seating in one of the official testing rooms only. When the testing rooms are full, you will be asked to sign a waiting list until a testing seat becomes available.

14. The Student Support Center does not provide childcare. Students who come with children cannot be tested.

15. **Cell phones, pagers, Fitbits, Apple watches, and other communication devices are not allowed in the testing room and must be turned off** and stored with all other personal items (backpacks, purses, etc.) in a locker or other designated storage area. Use of the locker is strongly recommended.

16. Food and beverages are not allowed in the testing rooms.

17. Students talking or suspected of cheating during a test will be documented and an incident report will be attached to the test for the instructor. **Consequences of the incident will be determined by the instructor.**

18. You are expected to test independently. You may not look at another examinee’s computer screen, paper test, scratch paper, etc., or receive assistance from another examinee.

19. Tampering with the operation of a Student Support Center computer or attempting to use it for any function other than taking your test will be reported to your instructor and/or administration.

20. After you begin your test, you must complete it in one sitting unless pre-authorized by your instructor. If you leave the testing room during a test, your instructor will be notified.

21. After completing a test, all test materials, including scratch paper, must be returned to the Student Support Center staff.

22. Student Support Center staff will notify your instructor and/or administration if you attempt to remove any test materials (including questions and answers) from the testing room by any means.

23. Student Support Center staff may excuse a test taker, terminate a test and/or contact Campus Security if a test taker exhibits behavior that is disruptive, confrontational, unruly, threatening and/or does not comply with the Student Support Center guidelines.

24. Time allowed on each exam is determined by the respective instructor. Official time will be recorded by the Support Center Staff Proctors, and students are expected to relinquish the exam when the official time is expired.

25. Dictionaries or translators may be allowed IF approved for the exam by the instructor.