

# ACADEMIC TESTING CENTER - LRC -322

Fall 2009

Monday – Thursday: 8:30 a.m. to 8 p.m.

Friday: 10:00 a.m. to 4 p.m.

Saturday: 10:00 a.m. – 2:00 p.m.

(Additional hours by appointment only)

Phone: 301-790-2800 ext. 305 /e-mail: [Testing\\_Center@hagerstowncc.edu](mailto:Testing_Center@hagerstowncc.edu)



## Testing Center Guidelines:

Visitors, students, and faculty must wait in the lobby of the testing center for staff to assist them.

### Students

- Testing is provided by appointment and on a walk-in basis. Students will be assisted in the order in which they arrive.
- Students must present a valid photo ID to test. Students are responsible for knowing their instructor's name, their class name, and any applicable personal passwords.
- Students must understand and agree to abide by HCC's Honor Code while in the testing center. It is the test proctor's responsibility to report all irregularities, including incidents of academic dishonesty, to the appropriate authorities.
- Cell phones, pagers, and other electronic communication devices are not permitted in the testing center. These items must be turned off while in the testing center. If a student's cell phone rings, vibrates, or is displayed while testing, he/she will be dismissed from testing and must return all materials to the test proctor immediately.
- If a student has an emergency, he/she may ask the testing center staff to hold his/her phone.
- Food and drinks are not permitted in the testing center.
- Any required fees must be satisfied prior to testing.
- Students must follow all instructions given by the proctor.
- Students are required to leave their bags and other personal belongings at a designated table. Purses must be closed and placed on top of tables.
- Students must obtain the proctor's permission to access personal belongings during testing.
- If scratch paper, notes, or calculators are allowed, the proctor will check these items.
- Students may not leave for restroom breaks after testing has begun. In an emergency, the student must alert the proctor immediately. The proctor will hold all test materials until the student returns. Any student who leaves without alerting a proctor will be dismissed without further inquiry.
- Unless an instructor has stated otherwise, students may only use scratch paper provided by testing center staff. ALL scratch paper, used or unused, must be returned to the test proctor before the student leaves.
- Students should not arrive at the testing center prior to its opening nor should they expect to stay after the center closes to complete a test. The student will decide if he/she wants to take a test when the full time allotted by the instructor is not available.
- The Academic Testing Center staff reserve the right not to administer a test to any student who is sick or otherwise impaired or who they have reason to believe may create a disruption to the testing environment.
- Children are not allowed to accompany the student into the testing center.
- Failure to follow any of the above procedures will result in the forfeiture of the student's opportunity to test.

### Faculty

- The Test Administration Instructions Form must be filled out completely and attached to each test that the testing center staff is to administer. This form is available on the intranet and in the Academic Testing Center.
- Each test submitted MUST contain the following information: instructor's name, course name and section, and test name.
- Faculty must deliver and pick up tests during testing center hours. The Adjunct Commons Office Assistant will deliver and pick up tests for adjuncts who are unable to come during those times.
- Faculty may send student workers to drop off and pick up tests if they notify testing center staff in advance.
- Student workers must present a photo ID when dropping off or picking up tests for faculty.
- All e-mail correspondence must be sent to [Testing\\_Center@hagerstowncc.edu](mailto:Testing_Center@hagerstowncc.edu)
- Tests and/or passwords should NOT be sent to the testing center via campus mail.