# HCC Academic Testing Center
## INSTRUCTOR INFORMATION

Phone: 240-500-2398 / e-mail: testingcenter@hagerstowncc.edu / Web site: www.hagerstowncc.edu/testing

### Hours of Operation
Monday – Thursday: 8:00 a.m. – 10:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 3:00 p.m.
Sunday: 12:00 – 5:00 p.m.

The Academic Testing Center (ATC) is here to administer your course exams in a manner that is both student-friendly and efficient. We understand that many students experience frustration and anxiety during test time, and we strive to minimize those feelings. Below is information that should help answer questions you may have regarding our guidelines and procedures. However, if you have any other questions, concerns, or comments, please do not hesitate to contact us using the information provided above.

Please complete an instructor form for each exam you wish to be proctored at the ATC. If you are logged in, you may access, complete, and submit the form via our website (see above). Ensure that all requested information is completed in its entirety. ATC staff will administer the exam strictly according to the information you have provided.

### *When submitting your instructor form and test materials, please keep in mind…*

- The ATC is a walk-in testing center. As such, we are unable to administer tests to an entire class at once. All coursework testing will be administered on a first-come, first-served basis.

- Exam materials may be dropped off and picked up only by the instructor or a designated representative.

- We request at least 24 hours between test submission and administration; please do not drop off a test the same day you would like us to administer it.

- Your test should be open to students for a minimum of one business day; i.e., if your test's start and end date are within the same day, you are required to give your students from the time we open until the time we close that day. If possible, we prefer at least several days to administer a test.

- You are responsible for printing and making copies of your own paper-based exams.

- You must include your name and course number on the first page of any paper exam copy to ensure that it will be filed correctly.

- Please do not print rosters directly from Datatel, as the names are difficult to locate quickly; we prefer that you use Web Advisor as an alternative to Datatel.

- If you would like us to administer a two-part exam, we ask that any timed portions be computer based; however, paper-based portions that are untimed are acceptable.

- We discourage the use of personal e-readers and laptops. Please be aware that we have no way of knowing what is contained on personal devices, or of monitoring them.

- If you would like us to administer a test in Moodle that requires the click-and-drag function, it is highly advisable to include a paper copy of your test. We have encountered recurring issues with Moodle that may result in lost test answers.

- The Academic Testing Center does not administer coursework of any kind, nor do we allow students to hand in coursework; the Learning Support Center serves this purpose.

*Revised July 2013*

### Help your students prepare by encouraging them to…

- Bring a **valid photo I.D. – This is required for them to take a test in the ATC.**

- Know their 7-digit HCC I.D. number

- Know their instructor's name, course prefix and number

- Check the Web site prior to testing for important information such as hours of operation, closures or delays.

- Allow sufficient time to finish their exams prior to the posted closing time.

## Accommodations

The ATC is committed to providing any and all accommodations students are allowed by law.  To this end, we ask that you please provide us with as much information as possible regarding your students' accommodations.  There is space provided on the Instructor Form for such information. Please note that:

- ❖ It is the student's responsibility to inform you of specific accommodations as they relate to a testing environment.

- ❖ You can verify a student's accommodations by contacting Disability Services.

- ❖ Students with accommodations (not including extended time accommodations) are expected to make appointments with Disability Services at least five days before administration of the exam. This allows Disability Services and the ATC staff time to coordinate the appropriate arrangements.

## Remote Testing

- You may discover that some of your online students do not live in the immediate surrounding area, and thus do not have easy access to the ATC. These students are not exempt from HCC's testing policy requiring all Web-based instructors to conduct a proctored exam in an approved testing facility.

- Students requiring a remote test site and proctor must locate a valid testing site and proctor in their area. Once they have approval from the proctor, they must complete and submit a Remote Test Site & Proctor Approval Form which can be found on our Web site under the "Distance Learning" tab.

- An ATC staff member will inform you once we have verified and approved the test site and proctor. We will then proceed to facilitate the test between you and the remote testing site.

- Students are responsible for any fees charged by the remote testing site.

## Academic Dishonesty

Students are expected to abide by the HCC Honor Code while in the Academic Testing Center.  If a student is suspected of cheating, ATC staff are required to document as much as possible and report all irregularities to the instructor, department chair, and Vice President of Academic Affairs.