

Testing Center C107

Fall / Spring Schedule

	OPENS	DOORS LOCKED	CLOSED
Monday	9:00 a.m.	9:00 p.m.	10:00 p.m.
Tuesday	9:00 a.m.	9:00 p.m.	10:00 p.m.
Wednesday	9:00 a.m.	9:00 p.m.	10:00 p.m.
Thursday	9:00 a.m.	9:00 p.m.	10:00 p.m.
Friday	9:00 a.m.	3:00 p.m.	4:00 p.m.
Saturday	9:00 a.m.	3:00 p.m.	4:00 p.m.

General Policies and Procedures

- The Testing Center administers and proctors tests for instructors. All questions relating to these tests--length, material covered, number of tests, question type, testing window, etc.--should be directed to the instructor.
- Students **must** arrive **before** the closing time listed above. If your test takes more than one hour, you will need to adjust your time of arrival.
- Students testing when the Testing Center door is locked may continue working on that test until closing time but may not start a new test after the time the door is locked.
- Students are responsible for knowing the test window dates provided by their instructors for taking tests.
- **Children cannot be accommodated** in the Testing Center while their parents test. Parents should arrange for child care before coming to the Testing Center.
- Students who are easily distracted by noise are encouraged to **use earplugs**.
- Students should use the restroom prior to being seated for a test—students will not be allowed to leave the Testing Center once the test is started.
- **Students must present a picture ID** to the Testing Center staff at each testing session.
- It is the responsibility of the students to consult with their instructors if they do not have picture IDs.
- Before entering the Testing Center, **cell phones must be turned off completely and put away**. Cell phones may NOT be used as calculators. In the event of an emergency situation, the test taker

should talk with the proctors prior to taking a test. The cell phone will be kept on vibrate at the front desk, watched over by the proctors.

- All students are required to log in at the sign-in computer **for each test** taken.
- All students are required to put all belongings away (lockers are provided for those who want them). Except for items listed by the instructor to the Testing Center personnel, students are not allowed to take anything with them to the computers. This includes coats, jackets, and hats.
- **All food and drinks must be placed on the windowsill and are not allowed at the desks.**
- Students will be seated by Testing Center staff in seats where they can be seen and proctored. Students requiring special accommodations for seating will need documentation from DSS.
- Any special testing accommodations require either documentation from DSS or the instructor.
- Students are required to use the type of calculator indicated by the instructor on the testing cover sheet.
- All problems should be reported immediately to Testing Center personnel.
- Situation Reports can be provided to students who want to describe problems to instructors regarding questions.
- Students **must** turn in all scrap paper and Situation Reports before leaving.
- **Each test must be taken in one sitting.** You may not leave the Testing Center until the test is finished.
- Students who cannot follow these policies will NOT be allowed to test and will have to work out alternate assessment with their instructor.

Information for Students on Make-up and Written Tests

- Testing Center staff will provide the tests and seat students after they sign in.
- Testing Center personnel have no control over tests that instructors have not yet brought, emailed or mailed to the Testing Center.
- If no test can be found, students need to contact their instructor.
- An instructor cover sheet lets Testing Center personnel know what the student may use with the test.
- If no aids are specified by instructor, none will be allowed. Once a student begins a test, the student may not leave and come back again at a later time to finish it. The test must be finished in one sitting. It is the student's responsibility to determine the time period when this can be accomplished.
- Students will return all completed tests and materials to the front desk and sign out on the sign-out sheet, making sure to list the date and ending time of their test.

Student Photo ID Guidelines

For security purposes **all** students using the Stark State College Testing Center are required to present at each visit a recent photo ID to verify identity. Test Center staff may not admit a student, even if they know the student, without a photo ID. Acceptable **photo** IDs include:

- Driver's license
- Passport
- Employee ID
- College ID from another college
- State ID
- Military ID
- Photo ID issued by Stark State College for various health technology programs

Students who do not have a photo ID (including not having a driver's license) are strongly encouraged to obtain a state ID from the Ohio Bureau of Motor Vehicles. Obtaining a state ID requires visiting your closest Deputy Registrar's Office with two forms of identification. There is a fee for state IDs. Information regarding an Ohio state ID can be found at:

http://www.dmv.org/oh-ohio/id-cards.php#Getting_an_ID_Card

Students who do not have photo IDs or who lose their IDs **must** talk with their instructors to make special arrangements for taking the test. Students taking classes on campus may be ID'd by the **instructor giving the test**, but the student must be accompanied by the instructor (no phone calls).