Calhoun Community College
Testing Centers

**Decatur Campus**

Adult Education & Testing Center (Building 9) Room 107a

Hours:
Monday - Thursday 8 am to 7 pm
Friday 8 am to 11 am

You may contact us at 256-306-2522

**Huntsville Campus**

Sparkman Building (Building 1)
Room 122

Hours:
Monday - Thursday 8 am to 7 pm
Friday 8 am to 11 am

You may contact us at 256-890-4792

**No one may be admitted and no test started one hour before closing**

**Testing Center Services**

Testing Centers are for the administration of academic tests. Therefore, no supplemental labs, quizzes, practice tests, tutoring, or academic study guides will be available in the Testing Center.

The Testing Center provides the following services free of charge to Calhoun students:

* Proctored exams for distance learning courses
* Make up exams

All tests will be collected at the end of the time limit allowed by the course instructor and at closing time, and no tests will be started **one hour prior to the closing of the center**.

To watch an orientation video, go to https://youtu.be/ujaFc\_DaV2A

**Testing Center Service Changes - Effective Fall 2017**

In accordance to the Envisioning Calhoun document and the Calhoun Community College Strategic Planning committee meeting on June 22 & 23, 2017, “The Testing Center would continue to provide faculty assigned testing for all online students and make up exams, but all faculty assigned testing, not part of an online course, would be resumed by the faculty teaching the face-to-face courses.”

Faculty who teach face to face courses should contact the Divisional Secretary to schedule a lab for academic testing. Any exceptions to this policy should be directed to the Divisional Dean. Faculty who teach online courses are encouraged to use Respondus. Respondus is a home/online protocol tool that is currently being used by Distance Learning.

Staff in the Testing Centers will only administer/proctor online course exams and makeup exams. All proctored online tests are free of charge to CCC students. All online tests will end at the time limit allowed by the course faculty and at closing time. No online tests will be administered/proctored one hour prior to the closing of the center. No supplemental labs, quizzes, practice tests, tutoring will be available in the Testing Centers.

**Other Information**

* Special Accommodations: Students seeking special accommodations should contact the ADA office at 256-306-2635 (Decatur Campus) or 256-890-4720 (Huntsville Campus).
* Proctoring: Testing staff visually monitor all testing situations. Any unusual circumstances are reported to the respective instructors and/or Dean of Student Affairs.

Testing Center Faculty Guidelines

In order to ensure test integrity and adequate space for testing, the following guidelines have been established

* Contact a campus Testing Center Staff Member (actcenter@calhoun.edu or hsvtesting@calhoun.edu) to receive an orientation to Center services before initial use of the Testing Center.
* Please visit the personnel web page and print a copy of the Testing Center Student Guidelines and distribute to all students prior to testing.
* Retests and makeup tests are at the discretion of the instructor who should submit instruction on the appropriate form.
* Students may not test and retest on the same day. Instructors must submit a Retest/Makeup Test Request Form along with the alternate test.
* Test Proctors may give a 15-minute warning prior to closing of the center.
* Please make arrangements with the Disability Services Coordinator/ADA for students requiring individual assistance or special testing needs.
* For security reasons, Testing Center policy does not allow tests to be taken out of the Testing Center for student use; therefore, tests cannot be administered if the required individual assistance or special needs cannot be accommodated in the Testing Center.
* Test Center transmittals for online tests must be submitted to the Testing Center at least three working days before students are expected to start taking them. Only instructors may submit tests.
* Computer based testing must be set up by the instructor in advance of the exam. If students need an orientation to computer based testing, it must be arranged by the instructor.
* A Transmittal Form must be submitted for each test each semester reflecting the new semester, section numbers, and test dates. Instructors are encouraged to send a roster of students for each test to be proctored.
* A Transmittal Form must accompany each test. Test may be returned to instructor if submitted without the transmittal form.
* Students must present a valid photo ID for admission into the Testing Centers.
* Students are allowed only those supplemental materials listed by you on the Transmittal Form. All other items (pagers, smart-watches, cell phones, laptops, book bags, brief cases, food/tobacco items, calculators, pencil cases, children, other adults, etc.) are considered unauthorized and will not be permitted in the testing area.
* The Testing Center will proctor exams according to your guidelines; however, our proctors will not be responsible for collecting or distributing additional class-work i.e. study guides, etc.
* The following scholastic dishonesty procedures will be followed for students suspected of and/or caught cheating (including the use of unauthorized materials):
	+ The incident will be reported to the Testing & Assessment Center Director.
	+ An Incident Form will be forwarded to the student’s instructor and the Dean of Student Services.
	+ A determination as to whether scholastic dishonesty has occurred and a notice of final ruling and disposition will be issued, according to Student Discipline Procedures.

**PLEASE NOTE: If we will be administering a test for you while you are out of town, please provide contact information where you or a designee may be reached during this time.**

Testing Center Student Guidelines

At Calhoun Community College we have attempted to take the anxiety out of testing and to create a comfortable environment. As a partner in this, we need for you to adhere to the following guidelines and procedures:

* You must present a government issued photo ID. This may include a current driver’s license, CCC student ID, current alien registration, passport, or military ID. Other forms of identification may be required. You will not be allowed to take a test without proper identification.
* All students at the beginning of the exam, computer-based or paper-based, must log in to our kiosk in order to utilize the college’s testing services.
* No food, drink, or tobacco products are allowed.
* No children or unauthorized adults are allowed.
* All tests will be collected at the end of the time limit designated by your instructor, and at closing time, and **no tests will be administered one hour prior to the closing of the center**.
* Mobile phones, smart watches, and other electronic devices are not allowed into the testing center and must be placed in the designated area. You may wish to leave these in your vehicle. The testing center is not responsible for personal items.
* No calculators or PDAs, unless otherwise permitted by instructor per transmittal form.
* All personal belongings to include purses, back packs, coats, and hats will not be allowed at the testing station. Students may leave them in the area designated by the Test Proctor or may choose to leave them in their vehicle.
* No headphones are allowed unless issued by the testing center.
* Students may be subject to video recording during exams to protect the identity of the test taker should any questions arise.
* No breaks will be allowed during the administration of a test. Once a test begins, you may not leave the room unless you have requested special accommodations.
* Only one test will be administered at a time.
* No scratch paper will be allowed to leave the test center. Scratch paper must be turned in with the test. Scratch paper will be provided by the testing center.
* Scantron forms will not be provided by the Testing Center; they are available for purchase at the campus bookstore and select vending machines.
* The Testing Center is a fragrance-free environment. Please be considerate of other testers.
* Academic dishonesty will not be tolerated. All cases of academic dishonesty will be referred to the Dean of Student Affairs. Calhoun Community College considers the following to be academic dishonesty:
	+ Copying work from others during an examination
	+ Allowing someone else to copy your work during an examination
	+ Taking an examination for another
	+ Allowing another person to take an exam for you
	+ Obtaining a test and/or answers to a test for distribution to others
	+ Using unauthorized materials during an examination
	+ Attempting to access websites or resource materials for the course.

Please refer to the Student Code of Conduct section in the Handbook for disciplinary actions.

**Before taking a test you will need**:

* Calhoun Portal or Blackboard credentials for online exams
* Course name and section number (Example BIO 103-W01)
* Instructor name, test number, and any materials authorized by your instructor

The Decatur Campus Testing Center (Building 9 Room 107) and the Huntsville Campus Testing Center (Sparkman Building/Building 1 Room 122) operate on a first come, first serve basis. The Testing Centers have a limited number of testing stations so students will be directed to the first available testing station. If a student leaves, they forfeit their spot in line at the Testing Center. The Testing Center hours of operation are Monday - Thursday from 8:00 am to 7:00 pm and Friday from 8:00 am to 11:00 am. No one will be admitted and/or no test started one hour prior to closing. Hours may vary during holidays, so it is recommended that each student check the schedule in advance for current hours of operation. You may contact us at 256-306-2522 (Decatur) or 256-890-4792 (Huntsville).