

Calhoun Community College

Testing Centers

Decatur Campus

The Testing Center & Adult Education Building

(Building 9) Room 107a

Hours:

Monday - Thursday 8 am to 6 pm

Friday 8 am to 11 am

You may contact us at 256-306-2522

Huntsville Campus

The Sparkman Building

(Building 1) Room 122

Hours:

Monday - Thursday 8 am to 6 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.

Honorlock has been selected by the ACCS and Calhoun Community College as the primary online testing provider for Calhoun academic student course testing at this time. Students unable to access Honorlock due to technology, equipment, or internet connectivity issues may use the Testing Center and should reference any instructor or departmental directions, accordingly.

Testing services are administered by appointment.

Students may schedule proctoring for their Calhoun academic exams
for either campus at:

<https://calhoun.edu/testing-center/proctored-exams/>

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 or administered in the Testing Center.

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

- Proctored exams for Calhoun distance learning courses
- Makeup exams for Calhoun courses
- Accommodated testing

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.**

Other Information

- Special Accommodations: Students seeking accommodations should contact the Student Disability Services office at 256-306-2635.
- 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

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 distribute the Testing Center Student Guidelines to all students, each semester. The current student guidelines are available at the Testing Center web page: <https://calhoun.edu/testing-center/>
- 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.
- Please coordinate with the Disability Services Coordinator/ADA for students requiring individual assistance or special testing needs.
- For security reasons, Testing Center policy does not allow test materials 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 (proctor instructions) for online tests must be submitted to the Testing Center at least three working days before the testing date(s). 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 and 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. Tests may be returned to instructor if submitted without the transmittal form.
- The Testing Center will proctor exams according to the instructor-provided guidelines; however, proctors will not be responsible for collecting or distributing additional classwork, study guides, or other work materials.
- Students must present a valid photo ID for admission into the Testing Centers.
- Students are allowed only those supplemental materials listed by the instructor on the Transmittal Form. All other items (pagers, smart-watches, cell phones, laptops, book bags, briefcases, food/tobacco items, calculators, pencil cases, children, other adults, etc.) are considered unauthorized and will not be permitted in the testing area.
- Test Proctors may give students a 15-minute warning prior to closing of the center.
- 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:** Instructors who will be out of town or otherwise unavailable during course testing days are asked to please provide contact information where the instructor, or a designee, may be reached in the event of questions and/or concerns.

Testing Center Service Changes - Effective Fall 2017

In accordance with 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 makeup 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 with 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.

Testing Center Student Guidelines

Candidates testing for third-party vendors or employers may have additional or different guidelines as their test sponsor requires.

Please click [here](#) to schedule a testing appointment with the Decatur or Huntsville Campus Testing Centers

At Calhoun Community College, we aim to take the anxiety out of testing and create a comfortable environment. As a partner in this, the following guidelines and procedures must be adhered to:

- 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.
- 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.
- Calculator rules vary by test and are determined by the course instructor.
- 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.
- Scratch paper will be provided by the testing center. All scratch paper must be turned in with the test. No scratch paper will be allowed to leave 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. Your instructor will notify you if a Scantron form is required.

- 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 to have knowledge of the following:

- 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 Testing Centers on both campuses are currently operating by appointment. Priority will be given to students that arrive timely for their scheduled appointment. The Testing Center hours of operation are Monday – Thursday from 8:00 am to 6:00 pm, and Friday from 8:00 am to 11:00 am. No one will be admitted and/or no test will be 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. If the college is closed for a weather emergency or any other unscheduled reason, the Testing Centers will also be closed. Students may contact the Testing Centers by phone or email at 256-306-2522 (Decatur Campus) actcenter@calhoun.edu and 256-890-4792 (Huntsville Campus) hsvtesting@calhoun.edu.