



HOWARD
COMMUNITY COLLEGE

FACULTY

Guide
to

Test Center

Phone: 410.772.4853
Fax: 410.772.4257

Location: RCF-359
www.testcenter@howardcc.edu

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TEST DROP SITES: Tests may be dropped off at specific drop spots within division offices or may be brought directly to the Test Center. A silver drop box is located outside of RCF 359 for convenience or after hours drop off. A Division Office representative will drop off and pick-up tests Monday through Friday between 10:00 am and 11:00 am. Please be mindful that if a test is dropped off by an instructor in the Division Office after 10:00 am it may not arrive at the Test Center until the next business day. Because of security issues inter-office mail or student hand delivery can not be used to send tests.

RETURN OF TESTS: Complete or expired tests will be returned to the instructor the next business day unless a request was made via the Test Request form for the tests to be held at the Center for instructor pickup. All tests are packaged and placed in a holding location for division office pick-up. An office representative will drop-off and pick-up tests Monday through Friday between 10:00 am and 11:00 am.

ELECTRONIC DEVICES including ipods and cell phones must be turned off and put away during testing. Testing will be terminated immediately if a student is observed using an electronic device during testing.

ACADEMIC HONESTY: The Student Conduct Code is described in detail in the Student Handbook. All regulations and policies are strictly enforced in the Test Center. If we directly observe cheating, we take the student aside and explain that testing will be terminated because of what we have observed. We explain that the test, any unauthorized materials, and documentation of our observations will be turned over to the instructor, who will decide how the matter will be handled. We advise the student to discuss the situation with the instructor responsible for the test. The Test Center staff is aware that there are many pressures on students in a testing situation, and that any accusations of cheating can have serious academic, psychological and legal ramifications. Therefore, it is our policy never to accuse a student of cheating or speculate on the likely outcome of the "incident". We are aware that it may be necessary for the student to test in the Test Center on other occasions, and it is important that the student feel comfortable about doing so.

SAMPLE TEST REQUEST FORM



TEST REQUEST FORM

Phone: 410-772-4853
 Fax: 410-772-4257
 Room: L-154 e-mail: testcenter@howardcc.edu

INSTRUCTIONS:

1. Include your name on your exam *and* answer sheets!
2. Attach a completed form to each version of the exam to be administered.
3. Keep the pink copy of this form for your records.
4. **Please remind students that a picture ID is required to take all exams!**

NOTE: All exams are filed under the instructor's LAST name. Please inform your students of the name used below.

Instructor's Name: (REQUIRED)		Instructor's Phone #	
Instructor's Division: (FOR DELIVERY)		First Date for Administration:	
Course Title:		Last Date for Administration: (Testing Tip: Avoid Fridays!)	
Course #:		Time Limit:	
Test Name:		Delivery Method: (REQUIRED)	<input type="checkbox"/> Division office <input type="checkbox"/> Hold for pick-up

NAME OF STUDENT(S): *(If more than 10 students are to be tested, please attach a current roster).*

Name	Date Tested	Name	Date Tested
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

- ANSWER FORMAT:**
(Answer sheets must be provided by the instructor.)
- Directly on Exam
 - Scantron
 - Answer Sheet
 - Blue Book
 - Computer
 - WebCT based
 - Notebook Paper
 - Other: _____

- COURSE/TEST TYPE:**
- Regular/ Traditional Course
 - Test for Student w/Disabilities
 - FastTrack
 - Nursing
 - Online
 - Telecourse
 - Teleweb
 - Other: _____

- TESTING MATERIALS AND PRIVILEGES:**
- NO MATERIALS ALLOWED
 - Test Center Scrap Paper
 - Return w/exam
 - Discard
 - Student Calculator
 - Test Center Calculator
 - Any
 - Non-Graphing
 - Graphing
 - Dictionary
 - Electronic Translator/Dictionary
 - Formula Sheet
 - Index Card – size _____
 - Internet
 - Notes
 - Periodic Table
 - Textbook – Title *(optional)* _____
 - Additional Instructions/Password(s): _____

FOR TEST CENTER USE ONLY:

Test received by: _____	# of tests received: _____	Testing completed on: _____
Date: _____	Total tests administered: _____	

White copy: Test Center
 Yellow copy: Returned to instructor after test is completed

Overview: Howard Community College's Test Center provides examinees with available, secure, accessible, and professional testing services as well as resources to enable participation in educational, career, and professional pursuits. The Test Center allows HCC students and other test takers to demonstrate knowledge, achieve certification, engage in professional development, enhance competencies and partake in lifelong learning in an optimal testing environment. The Test Center is a member of the National College Testing Association (NCTA) and is a part of the Consortium of College Testing Centers.

Location: The Test Center is located on the third floor in the Rouse Company Foundation Student Services Hall. RCF-359 can seat 40 students at desks. Two tables and chairs are available for students who need larger writing or seating surfaces. RCF-366 accommodates 24 students at computers that may be reserved for the computerized placement testing. **Academic make-up tests requiring a computer may be administered in the placement room as long as placement tests are not interrupted.**

Academic Testing Services for Howard Community College Students: The Test Center is available for makeup exams, exams for online courses, departmental and college wide outcomes assessments, and for students requiring modified testing conditions. The Test Center is not a proctoring site for traditional courses and does not administer whole class exams except in the cases of online courses or under extraordinary circumstances when pre-approved by the Director of Testing or his/her designee. Academic makeup exams sent to the Test Center are available to students without an appointment during general office hours. It is each student's responsibility to arrive at the Test Center with enough time remaining to complete his or her exam before the center closes. The Test Center staff will enforce the exam times, deadlines, and instructions provided by faculty.

Placement Testing: Howard Community College utilizes the untimed ACCUPLACER test (created by the College Board producers of the SAT and AP exams) to assess student proficiency levels in English and math. The results of the assessment, in conjunction with academic background, goals, and interests are used by academic advisors, counselors, and faculty to determine course selection. Students do not "pass" or "fail" the placement test, but it is very important that they do their best in order to ensure accurate placement. The reading comprehension, sentence skills, or math test may be retaken one time within a two year period prior to enrollment in an English or math class.

Professional Certification Exams: The Test Center is a Pearson VUE and Thomson Prometric authorized administration site and provides on-site, on-demand testing for all IT certification exams and select professional licensure exams. The Test Center is also a Microsoft Office Specialist (MOS) authorized test center and administers proficiency exams in Word, Excel, Outlook, Power Point, Access, and Project.

College Level Achievement Tests: The Test Center administers the College-Level Examination Program® (CLEP), and the Dantes Subject Standardized Tests (DSST), both of which give students the opportunity to earn college credit for what they have learned outside of the traditional classroom.

Proctoring Services for Non-HCC Students: The Test Center is a certified site for the National College Testing Association (NCTA) and shares testing and articulation agreements with over 100 national and international institutions of higher education. Proctored testing for non-HCC students is available during general office hours. A proctoring fee is charged for all non-HCC exams.

SUBMITTING TESTS TO BE FILED IN THE TEST CENTER: Test Request Forms are available in the Division Offices and the Test Center. To assist Test Center staff in administering your exams correctly and fairly please follow these guidelines.

- **Faculty names should appear on every student test sheet filed in the Test Center.** With many instructors teaching the same course (sometimes using the same exam), accuracy in returning completed exams is a major concern. Having faculty names on exams greatly facilitates the return of exams to the correct instructor.
- **A Test Request Form must accompany each test put on file.** (Note: multiple copies of the same test may be submitted with one form, additional copies may be added to the file without a separate form).
- **Be sure your form includes a completion date.** Tests will be administered to students until closing time on the completion date, unless you indicate an earlier time restriction (i.e. 10/4 by 2:30 p.m.).

- **List names of students to be tested.** If you have many students to be tested, please submit a copy of the class roster. As academic integrity is of utmost importance please do not indicate “any who ask” or “all who ask” on the form. Unless you are teaching an online course, if there are more than 10 students testing or a computer is needed for testing please contact the Director of Testing or his/her designee to ensure there will be availability during the testing dates.
- **Include enough tests, scantrons, bluebooks, disks, and other materials to service your students sufficiently.**
- Use the "Additional Materials Needed" section of the Test Request Form to list whether calculators, notecards, formula sheets, periodic charts, outlines, etc. are permitted. All instructors do not have the same restrictions for the same course. We do not want to deprive students of permitted aids, nor do we want to allow aids that you would not permit.
- **Retests are not deemed makeup exams and require communication with the Test Center to ensure adequate seating and staffing.** Though the Test Center is willing and able to help with retests, all students who will be retested are required to be listed on the Test Request form or attached roster.
- If you have any questions or need to change anything with your tests on file feel free to call the Test Center. We want to work with you to facilitate student success.

Students using Howard Community College’s Test Center must:

- Present a current school or government issued picture ID
- Provide the name of the instructor teaching the course
- Provide the name of the course and section number
- Know the title of the exam
- Turn off cell phones or other electronic devices
- Lock up all bags and unrelated materials in a locker