Test Center Services

The Test Center is available to students for makeup exams, exams for online courses, departmental and college-wide outcomes assessments, and for students requiring modified testing conditions. The Test Center also administers the ACCUPLACER placement exam and the EVOLVE Nursing Admissions Assessment to Howard Community College Students.

In addition to serving current Howard Community College students, the Test Center proctors academic exams for external institutions, administers certification exams, and administers CLEP, DSST, MOS, and IC3 exams.

Location

The Test Center is located on the third floor in the Rouse Company Foundation Student Services Hall. Academic testing for online, hybrid, and traditional classes is administered in RCF 359. Students wishing to take placement or certification exams will report to RCF 366.

Hours

<table>
<thead>
<tr>
<th>Test Center Academic Hours</th>
<th>Placement Hours</th>
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<tbody>
<tr>
<td>Monday 9:30AM-8:00PM</td>
<td>Monday 9:00AM—7:00PM</td>
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<tr>
<td>Tuesday 12:00PM-8:00PM</td>
<td>Tuesday 1:00PM—7:00PM</td>
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<tr>
<td>Wednesday 9:30AM-8:00PM</td>
<td>Wednesday 9:00AM—7:00PM</td>
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<tr>
<td>Thursday 9:30AM-8:00PM</td>
<td>Thursday 9:00AM—7:00PM</td>
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<tr>
<td>Friday 9:30AM-3:00PM</td>
<td>Friday 9:00AM—3:00PM</td>
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Student Guidelines

**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.
- Place all personal items in lockers including books, notes, pens, pencils, calculators, cellular telephones, electronic devices, purses, watches, wallets, and keys.
- Place all listening or recording devices in lockers.
- Remove all hats and head coverings unless worn for religious or medical reasons. Regardless of the reason for headwear allowance, the tester’s ears must be shown to a testing administrator in a private setting to ensure that no recording or listening devices are present. Medical exceptions must have prior approval.
- Adhere to all aspects of the Howard Community College Academic Honesty policy.
- **Allow ample time to complete exams within the posted hours of operation.** Tests, finished or unfinished, are collected at the posted closing time.
### Academic Testing

Academic testing is available for makeup examinations, exams for online and hybrid courses, and for students requiring modified testing conditions. Academic exams sent to the Test Center are available to students without an appointment during general office hours. Students who will require the assistance of a Reader/Writer to complete their examination or those who require modified testing conditions must schedule an appointment through the office of Disability Support Services by calling 443-518-1300.

Students who need a makeup exam or an accommodation should speak to individual instructors to ensure that a test will be available in the Test Center.

### Placement Testing

Howard Community College utilizes the untimed ACCUPLACER test for first time testers to assess student proficiency levels in English and math. Students may re-test one time within a 24 month period. Math re-testers may be required to take a 15 question multiple choice test, and English re-testers may be required to complete an essay or a Woodcock exam. It is critical for students to do their very best on the placement, as it will determine what classes students can enroll in at the college.

### Nursing Admission Assessment

Admission to the clinical portion of most nursing programs at HCC requires successful completion of a Clinical Nursing Admission Assessment. The Test Center will administer the assessments on specific dates throughout the year. Students must complete the appropriate forms and pay the necessary testing fee in advance. Space is limited, so students must register no later than one week before the test date and are encouraged to test as soon as possible.

### Credit By Examination

#### CLEP and DSST Exams

The Test Center administers the College-Level Examination Program® (CLEP), and the Dante 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. The exams are offered year round with the exception of final exam weeks. To schedule an appointment please call 443-518-1280. For additional information about CLEP exams please access www.collegeboard.com. Additional information regarding the DSST can be found at www.getcollegecredit.com.

### Certification Testing

#### Certification Testing

The Test Center provides on-site, on-demand testing for IT certification exams and select professional licensure exams. Please see us on the web at www.howardcc.edu for the most up to date list of professional certification exams.

#### Microsoft Office Specialist

The Test Center is a Microsoft Office Specialist (MOS) authorized testing center and administers proficiency exams in Word, Excel, Outlook, PowerPoint, Access, and SharePoint (2010 only). To schedule, please contact the Test Center one week prior to your desired test date for available dates and additional information.

### Test Center Academic Honesty Policy

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 a testing irregularity, we will take the student aside and explain that testing will be terminated because of our observations. 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 course instructor.
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.