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# TEST CENTER

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## FACULTY GUIDE



*You Can Get There From Here.*

## Academic Testing Services

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.

## Location

The Test Center is located on the third floor in the Rouse Company Foundation Student Services Hall. RCF-359 can seat 51 students at desks with computers. Two tables and chairs are available for students who need larger writing or seating surfaces. RCF-366 accommodates 27 students at computers that may be reserved for the computerized placement testing. **Academic makeup tests requiring a computer may be administered in the placement room as long as placement tests are not interrupted.**

## Hours

Test Center Academic Hours	
Monday	9:30AM-7:30PM
Tuesday	12:00PM-7:30PM
Wednesday	9:30AM-7:30PM
Thursday	9:30AM-7:30PM
Friday	9:30AM-2:30PM

## Guidelines for Submitting Exams

Test Information Forms are available online, in the division offices and at the Test Center. To assist Test Center personnel in administering your tests efficiently and fairly, and to help ensure that your students' tests are returned without delay, please follow these guidelines:

1. **A Test Information Form must accompany each test put on file.** (Note: multiple copies of the same test may be submitted with one form, and additional copies may be added to the file without a separate form)
2. **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. (Example: Fletcher, Jenna AC230).
3. **Be sure your form includes a completion date.** Tests will be administered to students until closing time on the completion date.
4. **List names of students to be tested.** If you have many students to be tested, please submit a copy of the class roster. Please do not indicate "any who ask" on the form.
5. **Include enough tests, Scantrons, bluebooks, and other materials to service your students sufficiently.**
6. **Use the "Additional Materials Needed" section of the Test Information Form to list whether calculators, note cards, formula sheets, periodic charts, outlines, or other materials 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 in the classroom.

## Submitting an Exam to the Test Center

Tests may be dropped off at specific drop spots within division offices or may be brought directly to the Test Center during general business hours. A silver drop box is located within RCF 359 for convenience for after hours drop off. A division office representative will drop off and pickup 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.** Due to security issues tests may **not** be sent via inter-office mail or hand delivered by students.

## Collection and Delivery of Exam Materials

Instructors must indicate "HOLD" on the Test Information Form if their tests are to be held at the Test Center for pickup.

Completed and expired tests not held at the Test Center will be returned to the instructor the next business day. All tests are packaged and placed in a secure holding location for division office pickup. Division office representatives will collect exam materials, Monday through Friday by 11:00 am. Due to required Test Center coverage, Test Center staff is unable to collect or deliver exams.

## 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 course number.
- Know the title of the exam.
- Place all personal items in lockers including: books, notes, pens, pencils, calculators, cellular telephones, purses, wallets, watches and keys.
- Remove all listening or recording devices from their person.
- 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.
- **Allow ample time to complete exams within the posted hours of operation. Tests, finished or unfinished, are collected at the posted closing time.**

## 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 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 students of cheating or speculate on the likely outcome of the "incident." We are aware that it may be necessary for those students to test in the Test Center on other occasions, and it is important that they feel comfortable about doing so.

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 enables 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. Services are available to students, faculty, staff, county residents, and corporate and academic citizens of the greater Baltimore/Washington metropolitan area, as well as students throughout the national and international communities. The Test Center is a Certified Testing Center with the National College Testing Association (NCTA) and adheres to the NCTA Professional Standards and Guidelines. The Test Center is also a part of the Consortium of College Testing Centers and a member of the Maryland College Testing Association (MCTA).



### Test Center

10901 Little Patuxent Parkway  
Columbia, MD 21044  
Rouse Company Foundation (RCF) Building  
Room 359

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