

MECC Testing Center Guidelines

General Information

The MECC Testing Center supports the college goal of providing quality student services that are responsive to the needs of current and prospective students. The Testing Center coordinates testing services for new and continuing students which include placement, video, web, and make-up tests, as well as other course and program assessments.

The Testing Center, located in the Student Services Suite in Holton Hall, provides outstanding customer service by being courteous, responsible, and helpful. Tests are administered following appropriate testing protocol in a clean, comfortable, quiet, and secure testing environment.

Testing Center Staff

Academic Testing & Distance Education Coordinator: Susan Kennedy, 276-523-7488, skennedy@mecc.edu

Placement Testing Coordinator: Samantha Counts, 276/523-7472, scounts@mecc.edu

General Guidelines for Students

In order to ensure an accurate and fair process for all, the procedures detailed below *must* be followed:

- All academic exams are administered on a walk-in, first-come/first-serve basis. Seating is limited. Testing Center Hours are 8:00 AM – 6:00 PM, Monday – Thursday, and 8:00 AM – 4:30 PM on Friday, with the exception of Placement Tests.
- Placement Tests are administered on a walk-in, first-come/first-serve basis, between 8:00 AM and 10:00 AM, Monday – Friday. Seating is limited. Placement tests must be started by 10:00 AM. Please plan to arrive at the testing center early enough to meet this deadline.
- Students should arrive early enough to allow ample time to complete the tests during the operating hours.
- Operating hours may vary seasonally and during college-wide faculty/staff events; testing times should be verified by calling the Testing Center staff.
- Examinees must show their MECC Student ID in order to take an academic-related exam. (Other forms of acceptable identification include, state identification cards, driver's licenses, employee ID cards, military ID cards, passports, and student ID cards). Without proper ID, the student will not be allowed to take an exam.
- Children, family, and friends are not permitted in the testing rooms. The testing staff will refuse to test an examinee that brings children to the Testing Center and asks to leave them in the waiting area.
- Examinees are not permitted to bring cell phones, pagers, laptops, personal belongings, food, drinks, etc. with them to the Testing Center when taking an exam. Any items brought to the Center must be left in the reception area prior to testing. The Testing Center will not be responsible for lost, stolen, or broken items. To ensure safety of these items, please leave them in your vehicle or at home while testing.

- Examinees are not allowed to converse with or disrupt anyone in the testing rooms.
- Cheating is not allowed and examinees will be asked to stop testing and leave the Testing Center if found cheating. Cheating may include making an effort to remove test materials or notes from the testing room, not following test procedures, failing to stop work when time is called, disturbing or attempting to get answers from another examinee, using unauthorized aids during testing, and disregarding proctors instructions. It is considered academic dishonesty for a student to have any unauthorized materials while taking an exam. Academic dishonesty may result in disciplinary action by the College.
- Students with disabilities who need special testing assistance must make arrangements in advance with the college disabilities coordinator, Dale Lee at 276-523-2400, ext. 343 or dlee@me.vccs.edu
- Students may not take more than two exams per course per day. Students should refer to their course syllabus and/or their instructors for further information.
- A test must be submitted by the course instructor and must be on file with the Testing Center before a student can complete the test.
- The Testing Center will maintain a proctoring log in which students will record the following information:
 - Student name and EMPLID
 - Course Number (ex. MTH 163)
 - Test Number (1, 2, Chapter 3, Mid-term, Final, etc.)
 - Testing date and time
- Tests are not graded by the Testing Center. Students should contact their instructor with any questions regarding their grade status for a course exam or program assessment. Placement Test results are automated and will be provided to the student upon completion.

Guidelines for Faculty and Instructors

- It is essential that distance learning instructors address testing procedures, test center locations, hours, and contact data in their course outlines/syllabi.
- Instructors may choose to submit a hard copy of their test to the Testing Center to help assure that if computers are down, students may still take the exam (see below for Hard-Copy format).

Hard-Copy Format:

- All tests must have the following information printed on the first/cover page:
 - Instructor Name (very important)
 - Course Number and Section
 - Test Number (or other specific identification)
 - Version or Form (if applicable)
 - For Blackboard tests, a password must be provided for the Testing Center
 - Any specific instructions to the student
- Each test to be proctored must be accompanied by an [Instructor Transmittal Form](#) completed by the course instructor. This form is available online or may be picked up from the Testing Center.
- When a student comes into the Testing Center to take his/her test, the test proctor will administer the exam under the conditions set by the course instructor on the [Instructor Transmittal Form](#)

- Tests that are not administered within two weeks after they are received by the Testing Center will be returned to the course instructor.
- Each test and its [Instructor Transmittal Form](#) should be delivered to the testing center no later than two days prior to the date the instructor indicates the test is to begin.
- A beginning and end date for each exam must be stated on the form.
- Open-book tests will be permitted only per the specific approval of the instructor.
- Instructors must approve all items students may use when testing. The Testing Center will provide only scratch paper and pencil. Any other items must be authorized by the instructor and provided by either the instructor or student; this includes graph paper or calculators. All scratch paper will be attached to the test upon completion.
- Instructors should make arrangements with the College's disabilities coordinator (Dale Lee) if a student requires individual assistance or has special needs for testing. Testing Center policy, for security reasons, does not allow tests to be taken out of the testing center; therefore, the Testing Center cannot administer tests for a student with disabilities if that student requires individual assistance or has special needs for testing which prohibit the student from taking the test in the Testing Center.
- Instructors requesting extended deadlines, revisions on their [Instructor Transmittal Form](#), or any other changes in their test information, must submit such updates in writing (e-mail or hard copies). Please understand that telephone contact will not be sufficient for security reasons. Testing proctors are not authorized to provide tests to students after the testing period designated by the instructor has passed. Only written approval for this from the instructor will allow this change of schedule.
- Tests are not graded by the Testing Center. Students should contact their instructor with any questions regarding their grade status for a course exam or program assessment. Placement Test results are automated and will be provided to the student upon completion.
- At the end of the testing deadline, tests will be returned to the instructor either in his/her College mailbox, or held for pickup by the instructor, as indicated on the [Instructor Transmittal Form](#)