

Assessment and Testing Center Policy and Regulations

The mission of the Texarkana College Testing Center is to provide a professional testing environment for our students and the community that supports the mission of our college by:

- Providing a secure, quiet, clean, accommodating, and accessible atmosphere which enables test takers to perform to the best of their ability
- Facilitating the testing needs of on-campus and distance-learning students
- Providing a knowledgeable, courteous testing staff
- Providing proctoring services for outside testing agencies and institutions
- Making national and professional entrance, certification, and advanced-standing examinations available to the campus and the community
- Assisting our students and community in meeting both their professional and educational goals

We are committed to maintaining professional testing standards and practices. The Texarkana College Testing Center adheres to guidelines set forth by the National College Testing Association (NCTA).

The Assessment and Testing Center is located in the Palmer Memorial Library.

Exams must be started a minimum of 1 hour before closing time with the exception of TSI-2 ½ hours before closing and TABE- by 1 pm. All exams must be completed by closing time.

In order to take a test you will need the following:

1. Your **CURRENT STUDENT PICTURE ID, Higher one card** or a valid picture ID (driver's license/state ID) **along with** documentation of T-Number...
2. The name of your instructor.
3. The name and section of the course.
4. The name of the test or exam you wish to take.

Testing Room Policies:

1. No electronic devices, backpacks, cell phones, cigarettes, computers, laptops, extra scantrons, food or drinks, hats, HEAVY jackets and coats, pagers, personal items, purses and wallets, sunglasses, tobacco, *notes, *books, *calculators. (*unless approved by instructor)
2. No children in testing area. No children in the hallway unless supervised by an adult.
3. No appointments for TC Instructor required exams... first come, first served.

Policies and regulations may be updated as needed. Updated 28 August 2019

4. The Center is equipped with cameras and audio surveillance.
5. We provide **free** scratch paper, ear plugs and pencils. There is a \$0.25 fee for scantrons.
6. You must fill out the sign in log completely in order to take a test. Do not leave any blanks and you must sign out upon completion
7. No congregating at the sign in book.
8. No waiting in the testing area for others.
9. The proctor will assign you a seat.
10. Cell phones must be TURNED OFF or ON SILENT and left in the check-in area or in a locker. They are not allowed inside the Testing Room.
11. Students found guilty of academic dishonesty in the center will be dropped with an "F" from the course in which he/she is cheating. If one student is caught taking a test for another, both will be dropped from the course with an "F". THIS POLICY WILL BE STRICTLY ENFORCED AND THERE WILL BE NO EXCEPTIONS.
12. No restroom breaks.
13. If you leave the testing area for any reason your test will be picked up and turned in as is.
14. You may not look at an exam after you have handed it back into the proctor.
15. We may hold your cell phone; however Texarkana College and the Testing Center is not responsible for loss or damage to your device. This is a courtesy service.
16. No TI-89 calculators allowed or any others that cannot be cleared.
17. It is up to the student to come at a reasonable time to take their exam. If you do not complete by closing time, your test will be picked up and turned in as is. You may NOT return and finish the exam at a later time.
18. No talking in the Testing Center.
19. You are not allowed to study, check email, Google, or go to any other sites other than the test site.
20. Do not unplug computers or tamper with any equipment in a destructive manner or change settings on the computers.
21. You must leave your ID with the proctor if you wish to use the Testing Center lockers.
22. Any disturbances in the testing area will result in asking you to leave the testing area.
23. Passwords are not given out at any time for any reason. Please remain seated and the testing proctor will put in your password for exams.
24. All scratch paper must be turned into the proctor with your name written at the top.

Testing Center Staff Contact Information:

Name	Title	Extension	E-mail
Tonja Blasé	Testing Center Director	3349	tonja.blase@texarkanacollege.edu
Diana Martin	Admin Assistant / Proctor	3278	diana.martin@texarkanacollege.edu