

Testing Center Frequently Asked Questions For Instructors

❖ What are the Testing Center hours?

- Testing Center hours can be found at https://www.nwacc.edu/web/ldc_testingcenter/
- They are also posted on the Testing Center door/windows.

❖ Where is the Testing Center located?

- The Testing Center is located in the Student Center, Room 306 (Main Campus).

❖ Are testing appointments necessary?

- All tests **EXCEPT** Accuplacer require an appointment to test. This includes quizzes, make-up exams, etc.
- The scheduler can be found at <https://testingcenter.nwacc.edu/wgmvvc/>

❖ Can the Testing Center print out exams?

- The Testing Center **CANNOT** print exams for instructors. They must drop off a hard copy or have their designated on-campus admin drop it off **24 hours in advance**.
- **Students ARE NOT allowed to bring over their exams for instructors.**

❖ Are instructors required to use the Testing Center?

- The Testing Center is offered to instructors as an option for assistance in giving proctored and/or make-up exams.
- Instructors can also use off-campus proctoring sites if necessary which can be found at <http://www.ncta-testing.org/cctc/find.php>

❖ Can the Testing Center accommodate entire classes?

- Entire classes can be tested with pre-approval by the Testing Center over a course of at least five business days.

❖ How can faculty simplify their use of the Testing Center?

- Exams can be dropped off in the drop box outside the Testing Center.
- Faculty can have designated on-campus admin retrieve exams.
- Visit our Faculty Resource page at https://www.nwacc.edu/web/ldc_testingcenter/faculty

❖ Are private DRC rooms available?

- DRC rooms are **ALL** semi-private. Students must have DRC approved accommodations to use these rooms.

❖ Do students need to bring scratch paper, pencils, and/or calculators with them to test?

- Students may bring in their own pencils and calculators. Scratch paper will be provided to them; **they MAY NOT bring their own.**

❖ **What do students do if their instructors name is not listed when scheduling their appointment?**

- Instructors are added to the scheduler based on the type of tests they generally give and how often they give tests in the testing center. If an instructor is not listed on the scheduler, students should select the subject they are testing in and other instructor. Ex.-“Math, Other Instructor”.

❖ **Does a student’s ability to schedule an appointment/their instructors name appearing on the scheduler mean their tests is available?**

- Student’s ability to schedule an appointment and their instructors name appearing on the scheduler **DOES NOT** mean their test is available. The scheduler and instructors due dates **ARE NOT** connected, so if there is an open appointment time the scheduler will allow students to schedule regardless of their tests due date. Instructors are added to the scheduler based on the type of tests they generally give and how often they give tests in the testing center, so their name appearing on the scheduler **IS NOT** related to their tests availability.

❖ **What should faculty include in their syllabus about the Testing Center?**

- Students can have their exams monitored in the Testing Center. They must make an appointment for any test or quiz, show up with a photo ID, and be on time to take their test. If a student is more than fifteen minutes late, they will be required to reschedule.
- The Testing Center Staff encourages students to schedule their appointments in as much advance as possible to ensure they can test. During the Testing Center’s busy times (i.e. Midterms, Finals, etc.) appointments fill up fast; students without an appointment will go on stand-by and cannot be guaranteed to test.
- The scheduler can be found at <https://testingcenter.nwacc.edu/wgmvvc/>
- Students who have never made an appointment before will need to register as a new user (filling in only the red boxes when they do). Once they are registered their log in information is given to them in a green font (it will be their student ID as the user ID and their last name all lowercase as the password).
- Testing Center Staff **WILL NOT** make appointments for students. It is an equality issue.
- Students should contact their instructor(s) to ensure their test is available for them to take. The scheduler **DOES NOT** tell instructors that a student scheduled an appointment, so it is the responsibility of the student to let their instructor know when they make an appointment.
- Student’s ability to schedule an appointment and their instructors name appearing on the scheduler **DOES NOT** mean their test is available. The scheduler and instructors due dates **ARE NOT** connected, so if there is an open appointment time the scheduler will allow students to schedule regardless of their tests due date. Instructors are added to the scheduler based on the type of tests they generally give and how often they give tests in the testing center, so their name appearing on the scheduler **IS NOT** related to their tests availability.
- **Students DO NOT pay a fee for taking classroom exams, make-ups, quizzes, etc.**