

# NWACC Tests and Make-up exams Procedures

By: Testing Center Staff

## How to register and make an appointment through AccuSQL

**Step 1:** Visit our website: <https://www.nwacc.edu/testingcenter/nwacc-tests/default.aspx>

**Step 2:** View the videos and/or read the instructions on how to register and make an appointment with the AccuSQL system. **Remember: YOUR PASSWORD AUTOMATICALLY SET TO YOUR LAST NAME IN ALL LOWERCASE LETTERS.** It is recommended not to change the password unless you are confident that you will remember it.

**Step 3:** Make an appointment as soon as you know the test dates for your exams to ensure your spot and that you scheduled enough time to take your exam. **Remember:** Spot/seats fill up fast closer to Midterms and Finals.

**Step 4:** Please make sure to email your instructor with your testing appointment details to make sure your instructor can send us your test information.

**\*Note:**

- If NWACC is closed for a holiday or due to inclement weather, then the testing center is closed. Get BCAlert for updates if NWACC is closed because of inclement weather or check with the NWACC homepage.
- To reschedule an appointment, you will need to cancel the original appointment and create a new one. Keep in mind you cannot schedule a same day appointment. Please contact the testing center with any same-day appointment issues.

## Procedures

- Only the student taking the test will be permitted into the testing room - no visitors or children allowed.
- The testing center is a weapons free zone. Please leave your weapon in your vehicle.
- All electronic devices with the exception of approved calculator and medical devices are prohibited. This includes cell phones, watches, smart watches, iPads, laptops, Bluetooth headsets and all fitness trackers.
- No gum, food, or beverages are allowed in the testing lab. All items must be removed from your pockets.
- If you are sick, please stay home and reschedule your exam
  - It would also be a good idea is inform your teacher of the situation.

- You will not be allowed to charge any electronic devices while testing.
- Our staff is not allowed to disclose whether a student is testing or still in the testing room.

## IDs

- Acceptable photo ID forms include but are not limited to:
  - Driver's license-state ID
  - Military ID
  - Passport
  - High school ID issued within the last two years
  - NWACC photo ID if you are a current student
  - Photo ID's from other colleges and universities
  - Bank cards (as long as there is a photo)
- Unacceptable photo ID forms include but are not limited to:
  - Library cards
  - Photocopies of identification, electronic versions, or pictures of the identification will be accepted.

## What you need for the day of your exam

- **A non-expired, valid, physical copy of a photo id. \*You will need this every time.\***
- Testing materials you will need for your exam.
  - Ex. Pencils, pens, calculator, formula sheet, **login information** (for NWACC, Pearson, Aleks, etc.), etc.
  - Be advised the testing center staff will only allow what the instructor has said you can use, nothing more.
- If you forget your testing materials the testing center will allow you to use our equipment as long as it is what the instructor has said you can use.
- Please come prepared as not to delay your check-in time.

## Tips and tricks to avoid Testing Anxiety

- Come prepared. That means having your id, your testing materials, knowing/ having it written down your login information (Ex. Pearson, NWACC Canvas, etc.), etc.
- Study before you test.
- Get a proper night's sleep
- Remember to breathe.
- "Keep calm and carry on." Don't let trick questions get to you.
- For more information, check out the link below
  - <https://psychcentral.com/anxiety/overcoming-test-anxiety#test-anxiety-tips-before>
- If you struggle with test anxiety, please reach out to the Wellness Center
  - <https://www.nwacc.edu/student-services/healthandwellbeing/personalcounseling.aspx>

## Additional Information

- For more information about the scheduling system or if you need help, please contact the testing center
  - Phone: (479) 619-4354
  - Email: [testingcenter@nwacc.edu](mailto:testingcenter@nwacc.edu)
  - Location: RM 306 in the Student Center directly across from the elevator.
  - Hours – please see our website for current hours.
- Please contact the testing center if you need help scheduling, have questions about ID's, or any other questions you may have.