

Policy No. 2-73**Subject: Testing Center**

Last Revised: 05/23/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Director of Learning Resources Division	Vice President of Instruction and Student Services	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to operate a Testing Center that provides individualized, accessible, and proctored academic and professional testing and assessment services.

II. PERTINENT INFORMATION

- A. The VHCC Testing Center is an instructional support center oriented toward developing and delivering curricular and non-curricular learning assessment services. It assists students, faculty, and the community at large with access to testing and assessment services supporting their educational goals.
- B. The Testing Center's services include:
 - 1. Administering and proctoring computerized and paper/pencil-based assessments for College faculty/staff and approved third-party providers;
 - 2. Test scoring;
 - 3. Administering make-up tests; and
 - 4. Coordinating with remote testing centers and proctors
- C. The Testing Center does not charge any fees for administering tests. However, some third-party test providers do require students to pay a fee directly to the provider before taking their assessment.
- D. Testing services for persons with documented disabilities are offered in conjunction with the College's disability services and academic resource center.
- E. Information on Testing Center scheduling and use may be obtained from testing center personnel and is available to faculty, students, and community users via the College website.

III. DEFINITIONS

- A. Proctoring: oversight of the test-taking process by an authorized and neutral person or technology that ensures the identity of the test taker and integrity of the

testing environment.

IV. GENERAL GUIDELINES

- A. Testing Center staff are responsible for the storage and security of tests left in the testing center.
- B. Testing Center staff are responsible for administering tests in strict adherence to the instructor's Test Entry Form.
- C. Testing Center staff provide proctoring services and report to the instructor any student misconduct related to testing. The instructor will then determine the appropriate action to be taken. Student misconduct is outlined in the VHCC Student Handbook, *Forms of Student Misconduct Subject to Disciplinary Action*, section A3.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Director of the Learning Resources Division the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. SACSCOC Standard 12.1 Student Support Services
- B. VCCS Policy 4.3.1.2 Standardized Placement Test Fees
- C. VHCC Student Handbook, *Forms of Student Misconduct Subject to Disciplinary Action*.

VII. OPERATING REQUIREMENTS

- A. Faculty members placing a test in the Testing Center must complete a Test Entry Form that can be found on the College website or picked up in the Testing Center. The form requires specific information, such as the availability dates, allowed test-taking aids, and specific testing instructions for testing center personnel to enforce.
- B. Students taking a test at the Testing Center must comply with the following Testing Center rules:
 - 1. Students must present a photo-id each time the student visits the Testing Center. There are no exceptions to this rule.
 - 2. Students must leave all personal belongings (including cell phones and electronic devices) in one of the storage lockers prior to entering the Testing Center (cell phones are allowed for multi-factor authentication purposes only).
 - 3. No textbooks, books, notes, or other materials are allowed in the Testing Center unless authorized by the instructor. Exceptions to this rule will be indicated on the instructor's Test Entry Form.
 - 4. Students should arrive early at the Testing Center and allow themselves ample time to complete their tests when testing.
 - 5. Students who are still testing at the Testing Center's closing time will be

- required to submit or exit their test.
6. No talking or other disturbances are allowed in the Testing Center.
 7. No visitors are allowed while students are taking tests.
 8. Students who have testing accommodations should contact the tutoring center in advance to schedule testing times.
- C. Students that attend another college and request to have VHCC administer their tests must obtain a proctor form from the college they are attending and submit it to the VHCC Testing Center for approval. If a proctor form is not available the instructor of the course or a designated representative must contact the VHCC Testing Center to make arrangements for testing.
- D. VHCC students that wish to test using another college's testing center or another alternate testing site must complete the VHCC Proctor Form and get instructor approval before returning the form to the Testing Center.