

*Mountwest Administrative Procedure***Testing Center Procedures***including***Staff, Faculty, and Student Roles and Responsibilities and ADA Testing Accommodations Procedures**

The Mountwest Community & Technical College (MCTC) Testing Center is committed to providing a professional, secure, and safe testing facility to all individuals utilizing the facility. MCTC Testing Center staff are committed to providing the best customer service to all Testing Center constituents and users. Testing Center hours of operation are Monday through Thursday, 8:00 a.m.–5:30 p.m. The MCTC Testing Center currently proctors Pearson Vue certifications and exams, ADA testing with accommodations, prior learning testing and exams utilizing CLEP, DSST and institutional challenge exams, and placement testing using College Board Accuplacer exam.

The MCTC Testing Center is an open testing center and is utilized by internal and external constituents. To ensure proper testing protocol and the needs of all users of the Testing Center are met, all certification and/or testing conducted in the Testing Center is by appointment only. The MCTC Testing Center is monitored by camera 24 hours a day.

In an effort to meet the needs of anyone—internal and external—who utilizes the Testing Center, the testing schedule is subject to change every semester. Anyone interested in obtaining the current Testing Center schedule can contact Testing Center staff at testingcenter@mctc.edu.

Testing Center Procedures and Scheduling:

1. Non-Mountwest students must present a current official photo ID (i.e., current driver's license, military identification, passport, etc.) at the time of testing. The ID must have correct spelling of name; contact information including address with city, state, and zip code; and proper signature. Anyone checking in to test without proper documentation will not be allowed to test until proper identification can be provided.

2. Currently registered Mountwest students may use their Mountwest IDs as a form of identification when taking internal exams (MCTC course and challenge exams). If taking a national certification or exam (i.e., Pearson Vue, CompTia), the person testing must adhere to those procedures—which is an officially issued ID (i.e., current driver's license, military identification, passport, etc.).
3. Only authorized testing materials are permitted in the testing room. All unauthorized items, including personal items, will be checked by Testing Center staff upon entering the testing room. No one is allowed to bring personal items into the testing room and will be provided a secured locker to store items while testing.
4. Anyone who brings personal items and/or unauthorized testing materials into the Testing Center will have his/her testing stopped, have the test immediately collected, and have notification of noncompliant actions sent to the instructor, certified agency, and the Vice President of Student Services.

Items not allowed in the Testing Center include, but are not limited to:

- Cellphones
- Watches
- Any and all electronic devices (unless deemed appropriate for ADA accommodations)
- Cameras
- Flash drives or USB ports
- Food and/or drink
- Hats and scarves
- Backpacks
- Purses
- Sunglasses, sunglass/eyeglass cases
- Pencil bags/boxes
- Personal scratch paper (scratch paper will be provided if permitted by instructor or as exam material)
- Unauthorized notes and/or books
- Calculators or calculator lids (calculators will be provided if permitted by instructor or as exam material)

5. Due to the limited testing space and the need to accommodate national certification and exams as well as ADA testing, the Testing Center is not available to proctor exams for individual courses or classroom exams, or missed/make-up exams for students.
6. Anyone arriving more than 15 minutes beyond appointment time must reschedule his/her testing appointment.
7. Talking is not permitted in the Testing Center during exams or certifications.
8. Unscheduled breaks, including bathroom breaks, require acknowledgment from the proctor prior to exiting the room. All items, including scratch paper and any other permitted devices, must stay in the testing room. Items will be returned once the examinee has returned to the room. Refusing to comply will result in immediate termination of the exam or certification and notification of noncompliance will be sent to the instructor, certified agency, and the Vice President of Student Services.

To schedule an appointment for testing:

1. For Pearson Vue certification and exams, follow the Pearson Vue testing procedures located at <https://home.pearsonvue.com/Home>.
2. For CLEP and/or DSST exams, follow instructions located at <https://clep.collegeboard.org/exam>.
3. For Accuplacer testing contact Student Services at 304-710-3361 or contact a peer coach at 304-710-3060.
4. For all other testing or testing questions, contact the Testing Center at testingcenter@mctc.edu.
5. If special testing accommodations are needed contact Disability Services at 304-710-3368 or 304-710-3369 regarding accommodations, testing and procedures before an exam can be scheduled using the Testing Center. Additional information is located on the Mountwest website at <http://www.mctc.edu/student-services/disability-services/>.
6. Due to the limited testing space and the need to accommodate national certification and exams as well as ADA testing, the Testing Center is not available to proctor exams for individual courses or classroom exams, or missed/make-up exams for students.
7. Arrive for the scheduled appointment at least 15 minutes prior to the scheduled appointment time for check-in procedures. Exams and/or certifications will not be administered if examinee is late and arrives 15 minutes beyond the scheduled appointment time. The exam must be rescheduled.
8. Tests will not be administered prior to the scheduled appointment time unless prior approval has been granted by the Testing Center staff. Do not arrive more than 30 minutes prior to the exam.

Testing Center ADA Testing Accommodations Procedures, Roles, and Responsibilities

Please note: ADA testing hours are subject to change each semester. Contact Testing Center staff at testingcenter@mctc.edu for current testing times and schedule. ADA students are expected to adhere to the basic testing procedures, including items prohibited in testing room, appointment times, and unscheduled breaks during an exam.

ADA Counselors are responsible for and will ensure the following:

1. Provide a copy of the accommodations form¹ to faculty, students, and Testing Center staff outlining accommodations approved by Disability Services. It is preferred to receive the accommodation form at the start of the semester, or shortly after meeting with a student regarding ADA accommodations.
2. List “cellphone” as an approved accommodation on the ADA accommodation form for those students who, due to their disability, need to bring a cellphone into the Testing Center instead of leaving it secured in a locker. If “cellphone” is not listed on the ADA accommodation form, a cellphone will not be permitted in the Testing Center during an exam. A student will not be permitted to answer, use, or view the cellphone at any time during the exam. All cellphones will be kept at predesignated area in the Testing Center away from, but within sight of, the student.
3. Ensure that ADA student is aware of testing procedures by discussing procedures and student responsibilities with the student at initial meeting.
4. Inform faculty of testing procedures regarding ADA student and accommodations.
5. Provide Testing Center staff with all required ADA equipment needed to meet accommodations.
6. Promptly answer and address any questions and/or concerns from students, Testing Center staff, and faculty.

¹ Accommodations form will include accommodations needed (extended testing, oral testing, screen magnification, private, etc.), as well as student name, ID#, counselor name and contact information (email and telephone), and any other special instructions relating to the accommodation. For extended test time, the ADA counselor will designate on the form permitted time allowed beyond regular classroom/testing time.

7. Email Testing Center staff with any questions and/or concerns at testingcenter@mctc.edu.

Testing Center staff are responsible for and will ensure the following:

1. Approved proctor will be available during the designated ADA testing times.
2. Provide a professional, safe, and quiet testing environment.
3. Ensure all special ADA features or equipment is in proper working order prior to the start of the exam.
4. Maintain open communication with ADA counselors, students, and faculty as required and needed.
5. Upon completion of the exam, will immediately place the exam in the secured lockbox until the exam can be returned to the appropriate faculty. Testing Center staff are responsible for the return of the exam to the appropriate faculty at the time indicated by faculty on the Faculty Instruction Sheet.
6. Promptly answer and address any questions and/or concerns from students, ADA counselors, and faculty.
7. Maintain accurate records, including collection of data, for reporting purposes.

Faculty are responsible for and will ensure the following:

1. Schedule student testing appointments directly with the Testing Center by emailing Testing Center staff at testingcenter@mctc.edu.
2. Completely fill out the attached Faculty Instruction Sheet for Exams and submit with the exam to the Testing Center.
3. Submit the exam to the Testing Center at least one (1) business day (24 hours) in advance of the exam; or two (2) business days (48 hours) in advance of the exam if the exam is to be read aloud to the student. Exams can be left in the secured lockbox located outside of the Testing Center (next to the lockers). If submitting exam electronically, email the exam directly to the Testing Center at testingcenter@mctc.edu.
4. When an exam is to be administered as an oral accommodation, faculty will submit the exam 48 hours in advance to ensure Testing Center staff have enough time to review and ask questions if

needed. It is preferred that all oral exams for Allied Health and Biology courses are provided to the Testing Center using the 48-hour advanced submission due to the technical nature of the language.

5. Ensure the date and time the test is to be returned to the faculty are documented on the Faculty Instruction Sheet for Exams.
6. Promptly answer and address any questions and/or concerns from Testing Center staff.

Students requiring ADA testing are responsible for and will ensure the following:

1. Will submit all required documentation to Disability Services to receive approved ADA accommodations.
2. Will arrive to their testing appointment on time.
3. Will contact Testing Center staff (testingcenter@mctc.edu), ADA counselor, and faculty if they are unable to keep scheduled appointment.
4. Will adhere to all testing procedures, including bringing appropriate ID to testing appointment.
5. Will not ask Testing Center staff to provide any accommodations that have not been preapproved by the Office of Disability Services.

Effective date: 11/17/2016

Approved by: Dr. Keith Cotroneo, President



Approved at College Council on November 17, 2016

Mountwest Community & Technical College
Faculty Instruction Sheet for Exams

Please print:

Instructor's Name: _____

Instructor's Telephone #: _____ Instructor's Email: _____

Student Name: _____ Student ID: _____

Course Name: _____ Exam Name: _____

Normal Time Allowed for Exam: _____

Additional Accommodation Time: _____

Proctor Instructions:

Other than ADA approved accommodations, please check additional items the student may use while taking the exam and/or use space for items not listed:

☐ Scratch Paper

☐ Calculator

☐ Book

☐ Blackboard

☐ Notes

☐ Notecards

☐ Collect scratch paper and return with exam to faculty

Date and time you (faculty) will be available for Testing Center staff to return the exam. Please notify staff at testingcenter@mctc.edu if information changes:

Date: _____ Time: _____ Room #: _____

Faculty Signature: _____ Date: _____

Date Received (by Testing Center staff): _____ Staff Initials: _____

Date Returned to Faculty: _____

Testing Center Staff Signature: _____

Student Arrived on Time: ☐ Yes ☐ No