

# HACC Gettysburg Campus

## A FACULTY GUIDE TO THE TEST CENTER

**Purpose:** The Test Center provides *academic make-up, virtual campus, and placement testing*. The Test Center cannot accommodate whole-class testing. All students must provide a photo ID.

**Location:** The Test Center is located in the library.

### **HOURS OF OPERATION:**

Academic Testing: Monday and Tuesday from 8:30am to 6pm; Tuesday and Thursday from 10 am to 8p.m. Closed Friday through Sunday. The Test Center is also closed when the college is closed per the academic calendar.

Academic testing is offered by appointment during the scheduled hours of operation. A Test Center schedule is posted on the door of the test center. **Emergency schedule changes** and reminders of scheduled closings are posted on the door as well.

**STAFF:** Leslie Boon - Coordinator, Office for Academic Success  
Mary Robinson, John Strahler - Test Center Technicians

### **Submitting Tests in the Test Center**

***Faculty names and the test name should appear on every student test filed in the Test Center.*** With many instructors teaching the same course (and sometimes using the same exam), accuracy in returning completed exams is a major concern for our staff. Having faculty names on exams greatly facilitates the return of exams to the correct instructor.

***Test Request Forms*** are available on the Common drive in the Test Center/Forms folder, and with the faculty administrative assistant.

- ◆ ***A Test Request Form*** must accompany each test put on file. (NOTE: multiple copies of the same test may be submitted with one form, and additional copies may be added to the file without a separate form.) Please fill out the Test Request forms in detail, and mark sections which do not apply “NA” to indicate that they were not overlooked. Please use course name and number, not the class name, e.g. Marketing 205, not Color and Design.
- ◆ Please be sure your form includes a ***completion date***. Tests will be administered to students until closing time on the completion date, unless you indicate an earlier time restriction (e.g. 2/4 by 2:30 p.m.). Tests will then be removed from the test file and returned to you the following morning. **If you extend a deadline for a student, please notify the Test Center staff to verify that the extension has your approval. If you want to resubmit a test, a new Test Request Form must be completed.**
- ◆ ***Please indicate approximately how much time you estimate will be needed.***

- ◆ List the *names of students* to be tested, and *include enough tests and other materials* for all students who are to be tested. Please supply all Scantrons or bluebooks needed for your tests.
- ◆ Please use the “*Additional Materials Needed*” section of the Test Request Form to list whether calculators, notecards, formula sheets, periodic charts, outlines, etc., are permitted. All instructors do not have the same restrictions for the same course. We do not want to deprive students of permitted aids, nor do we want to allow aids that you would not permit.
- ◆ Please make sure tests have all the graphs, figures, and charts referred to in the test. Also, if you make a correction as you are administering an exam in class, be sure to make the change on the copies of the test on file in the Test Center.

### Test Drop-Off and Return

Instructors may drop off tests at the Test Center or in the Test Center drop box located just inside the library entrance. **Tests should be dropped off at least one day before the test is to be given.** Completed or “expired” tests are delivered to faculty mailboxes by the end of the day.

### Academic Honesty/Testing Irregularities

The Academic Honesty policy is described in the Harrisburg Area Community College Student Handbook. All regulations and policies are strictly enforced in the Test Center. It is the policy of the Test Center that staff monitor testing carefully in order to discourage any attempts at academic dishonesty. If we observe behavior that might be cause for concern, we quietly bring our concern to the student’s attention. If the student insists that the instructor has approved the use of materials not listed on the Test Request Form, we will try to contact the instructor for verification. **This is one of several reasons it is important that instructors provide a phone number at which they can be reached, and that the “Additional Materials” section of the Test Request Form be completed carefully.**

If we directly observe cheating, we take the student aside and explain that testing will be terminated because of what we have observed. We explain that the test, any unauthorized materials, and documentation of our observations will be turned over to the instructor, who will decide how the matter will be handled. We also advise the student to discuss the situation with the instructor responsible for the test.

The Test Center staff is aware that there are many pressures on students in a testing situation and that any accusations of cheating can have serious academic, psychological and legal ramifications. Therefore, it is our policy never to accuse a student of cheating or speculate on the likely outcome of the “incident.” We are also aware that it may be necessary for the student to test in the Test Center on other occasions, and it is important that the student feel comfortable about doing so.