WOODBRIDGE TESTING CENTER INSTRUCTOR RULES

In order to serve our students more efficiently, we are requesting your assistance in observing the rules listed below. Please read these guidelines carefully and contact Jason Defreitas, Supervisor of Testing Services, (jdefreitas@nvcc.edu), if you have any questions. Thank you for your cooperation.

• Instructors must complete the Make-up Examination Form when leaving tests in the Test Center. Hand the form and exams to a staff member; do not put the tests in your file. You may also email exams to the Testing Center. The Make-up Form is on the Woodbridge Testing Center page of the NOVA website. It is under Resources on this page. http://www.nvcc.edu/woodbridge/testing/resources.html A copy of the form is also attached. Please email the Make-up Form and the exam to WOTestingCenter@nvcc.edu.

• It is recommended that make-up exams be put in the Testing Center at least one day prior to the date the exam is to be given. If you require same day testing, please speak with a full-time staff member (Mary Beth, Katherine, Lesley, or Jerry) to see if the center can accommodate the test. You may also email WOTestingCenter@nvcc.edu. Please do not bring the student with you into the Testing Center when requesting same day testing. Although we will generally be able to provide same day service, the Testing Center will not be able to accommodate same day testing on high volume days.

• All students’ names must be listed on the class roster or on the Make-up Exam Form. The Testing Center will not accept instructor make-up exams without a list of students’ names. If you have more students testing than there are spaces for names on the form, a separate sheet of paper with the students’ names listed must be attached to the form.

• Instructors must leave enough tests in the Testing Center for each student who will be taking an exam. Each test must be labeled with the instructor’s name, course name, and course number.

• The Testing Center staff will abide by the test expiration date given by the instructor. No exams will be given after the expiration date.

• The Testing Center does not time exams. A start time and end time will be written on the exam if a time limit is given. It is recommended that instructors use Blackboard for timed exams.

• Any notes used by a student during the exam will be collected and returned to the instructor or shredded to ensure that the exam is not compromised.

• Please inform students of the Testing Center Dress Code and hours of operation. See attached.

• Exams will not be administered to an entire class in the Test Center; there are no exceptions.

• Students are not allowed to hand carry exams to or from the Test Center.

• Non-testing materials will not be collected by the Testing Center. Students will be directed to the division office to turn in work not related to the test.

• The Testing Center staff cannot email, fax, or mail test results. Completed exams must be picked up in the Testing Center.

• Scantrons, lined paper, graph paper, scratch paper, pens and pencils are provided by the Test Center.

• Students must have their EMPLID number and a photo ID. They must also know their course name and number and the name of their instructor.
WOODBRIDGE CAMPUS
TESTING CENTER STUDENT HANDOUT

Hours of Operation – Room 436  (Tests will be administered during the following hours.)

Monday through Thursday  
8:30 a.m. – 8:00 p.m, Last test given at 7:00 p.m.  
No placement tests are given after 6:00 p.m.  
ELI and all other exams will not be given after 7:00 p.m.  
No tests are given after 7:00 p.m  
All tests are collected at 7:45 p.m.

Friday  
8:30 a.m. – 4:00 p.m., Last test given at 3:00 p.m.  
No placement tests are given after 2:00 p.m.  
ELI and all other exams will not be given after 3:00 p.m.  
No tests are given after 3:00 p.m.  
All tests are collected at 3:45 p.m.

Saturday  
8:30 a.m. – 3:30 p.m., Last test given at 2:30 p.m.  
No placement tests are given after 1:30 p.m.  
ELI and all other exams will not be given after 2:30 a.m.  
No tests are given after 2:30 p.m.  
All tests are collected at 3:15 p.m.

Placement Test:  You must have your Student ID number with you in order to take a placement test.

Test Pass:  No E.L.I. exams will be given without a completed test pass.  If you do not have your pass filled out when you arrive at the proctor’s desk, you will be sent to the back of the line.

Make-Up/Hybrid Test:  If you are taking an exam left by an instructor, you must have a photo Id with you.  You must also know your instructor’s last name and the course number (e.g. HIS 121, PSY 201).

Picture ID:  You must have a picture ID (driver’s license, personal ID from DMV, military ID, passport, or a NVCC picture ID) with you when you come to the Testing Center.

Testing Materials:  All testing materials will be provided by the Testing Center.  This includes, pens, paper, and calculators.  All paper/notes used will be collected with the exam.

Scantron Forms:  It is not necessary to bring your own Scantron to the Testing Center to take an exam.  Scantrons will be provided for you.

The Testing Center closes at 3:00pm on the last Friday of every month for a staff meeting.

Phone:  (703) 878-5787
TESTING CENTER STUDENT RULES

1. You must not bring any personal/unauthorized items into the testing room.

   Testing Center staff will have final discretion as to what is or is not allowed into the testing room.

   - No outerwear. This includes overcoats and jackets.
   - No scarves of any kind except for religious or medical reasons.
   - No hats.
   - No cell phones or pagers.
   - No purses, wallets, watches, or fitness trackers.
   - No hand held computers, PDAs, or other electronic devices.
   - No briefcases, backpacks, or bags.
   - No notes, notebooks, study guides, dictionaries, pens, or pencils. All testing supplies will be provided by the testing Center unless specified by the proctor directions for the exam.
   - No food, drinks, or tobacco products.
   - No weapons of any kind.

2. Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewelry items must be stored in your locker.

3. We encourage students to put hoodies and sweaters in the lockers. These items will be inspected if you choose to wear them into the testing room.

4. You will be asked to turn your pockets inside out and pat yourself down prior to entry into the test room to confirm that you have no prohibited items. All comfort aides will be visually inspected.

5. Personal calculators, if permitted, will be inspected prior to entering the testing room. Calculator covers must be removed and stored in the lockers.

6. Repeated or lengthy departures from the test room for unscheduled breaks will be reported.

7. If you need access to stored items during testing, such as medicine, you must inform the staff before you retrieve the item.

8. You must conduct yourself in a civil manner at all times when on the premises of the Testing Center. Abusive behavior toward staff or other students will not be tolerated.

9. In accordance with FERPA law and to protect the privacy of all testers, the staff can neither confirm nor deny if any particular individual is present or scheduled at the Testing Center. Staff will not take messages for students who are testing.

10. Persons not taking a test (family members, friends, children) are not allowed in the Testing Center.
INSTRUCTOR/MAKE-UP EXAMINATION FORM

Name of Faculty Member: ________________________ # Copies: _________________

Telephone Numbers: (work) ______________________ (home) ____________________

Course Name and Number: _______________________ Test I.D.__________________

Please List Students’ Names:
1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________
6. __________________________

Last Date Exam May Be Taken: ___________________________________________

NO SATURDAY OR SUNDAY END DATES

SPECIAL INSTRUCTIONS:

___ Open Book
___ Text
___ Notes
___ Tables
___ Dictionary
___ Other (Please Specify)

___ Closed Book

___ Calculator May Be Used
___ No Calculators
___ Scratch Paper Needed

___ Lined Paper Needed

___ Scantron Form Required
   (Specify Type) _________

___ Time Limit: ________________

Other Instructions:______________

______________________________

___ Closed Book

___ Calculator May Be Used
___ No Calculators
___ Scratch Paper Needed

___ Lined Paper Needed

___ Student May Write Answers on Exam.

NOTE: TESTING CENTER SUPPLIES SCANTRONS, SCRATCH, LINED, AND GRAPH PAPER. NO E-BOOKS OR FLASHDRIVES ARE ALLOWED.

TESTS WILL NOT BE GIVEN TO AN ENTIRE CLASS FOR ON-CAMPUS CLASSES.

Please remind students that they must show a photo I. D. when they ask for an exam in the Testing Center.

COMPLETED EXAMS may be picked up by the faculty member in the Testing Center.