Testing Services at the Academic Success Center

Please follow the policies and procedures outlined below.

**Testing Procedures for Instructors:**

1. **Complete a Coversheet**

   The coversheet is available online or in Room 100. The instructor must complete a coversheet for each student requesting use of the testing center. Please include the exact date and time the test is to be taken and specific testing instructions.

2. **Confirm Availability**

   Coversheet and attached test need to be submitted at least 24 hours prior to testing time so the ASC can plan for time/pace availability.

   Coversheet and test can be delivered by hand to Support Staff in Room 100 or emailed to ncclc@ccsnh.edu.

   *If this procedure is not followed the ASC may not be able to accommodate the request for use of the testing center.*

3. **Test Completion**

   Completed tests and tests with expired deadlines from students who did not show up will be delivered to the instructor’s mailbox unless otherwise specified.

   Please Note: Make-up testing is for individuals only; we cannot accommodate groups or classes. Please do not send more than 3 NON-RAP students from your class per exam.

   *If you have questions, please stop by Room 100 or call x 1453 or (603) 578-8930.*

   **Thank you**

   **Academic Success Center**

   Direct Line: (603) 578-8930 | Ext: 1453 | Email: ncclc@ccsnh.edu
Testing Center Policies

- All exams require a completed coversheet. The professor and student must agree on the day and time that the student will take the test. NOTE: Tests cannot be scheduled during a class period of another course for which the student is registered.

- Deliver the completed coversheet and exam to the front desk in the Room 100 or email to ncclc@ccsnh.edu at least 24 hours prior to the date of the exam. Tests received without 24 hour notice may not be accepted due to space availability.

- Professors must communicate with the student what aids are allowed for use on the test (class notes, calculator, etc.) as well as marking on the coversheet what is allowed as well.

- Students have up to ten minutes after their scheduled time to show up for a test. If they show up after this time or miss their scheduled time, they will be asked to reschedule with the permission of their professor.

- Students will be expected to provide a photo ID prior to taking the test.

- Tests will be returned to the professor’s mailbox unless the professor indicates on the coversheet that he/she will pick it up. Students cannot return the test to the professor directly.

- Students who are found cheating or participating in academic dishonesty, will have their test taken away. The professor will be alerted. Students will be notified before taking their test that participating in academic dishonesty may result in disciplinary action. They may also lose Testing Center privileges.

Questions can be directed to Ellen or Julie at ncclc@ccsnh.edu or by calling (603)-578-8930.