

Academic Resource Center Testing Services Policies

The ARC is pleased to offer make-up testing and special accommodations testing as a service to Crowder College students and faculty. We are only able to provide testing services for a **limited time each day** and must structure this activity. This is to ensure that ARC staff is providing quality services to all students who not only use testing services, but other services within our department as well. We provide testing services each day, however, staffing is limited, so testing must be scheduled.

ARC Department and Lab is open on **Mondays, 7:30 a.m. to 6:30 p.m.**, and **Tuesdays through Fridays, 7:30 a.m. to 4:30 p.m.**

_____ 1) We give make-up tests starting **only** at the times listed in the table below, and only one test for one class at a time. **If a student cannot test at these times, the student must coordinate alternate arrangements with the instructor for a time and place mutually agreeable to the student and instructor.**

MONDAY:	8:30 a.m.	10:30 a.m.	1:30 p.m.
TUESDAY:	8:30 a.m.	10:30 a.m.	1:30 p.m.
WEDNESDAY:	8:30 a.m.	10:30 a.m.	1:30 p.m.
THURSDAY:	8:30 a.m.	10:30 a.m.	1:30 p.m.
FRIDAY:	8:30 a.m.	10:30 a.m.	

****Note:** Students who qualify for special accommodations testing through the Office of disAbility Services will be accommodated at the listed start times, or by appointment with ARC staff.

_____ 2) Testing will start **promptly** at the times noted above. Students who arrive more than 15 minutes after the testing period has begun will be required to reschedule their make-up work *unless they have made prior arrangements with ARC staff.* This also includes students who are no-shows to their scheduled appointments.

_____ 3) The ARC testing room can seat six (6) students at a time for each testing period, plus two (2) computer stations. Students may schedule a time with the Testing Coordinator at 455-5433, stop in at the ARC lab, or by calling the ARC lab at 455-5602.

_____ 4) Before students are given their tests, students **MUST** present a current Crowder College ID or driver's license for identification and security of the testing services.

_____ 5) Students will be asked to leave their personal items with the testing coordinator or proctor before taking their test. No personal items will be allowed in the testing room except for allowable notes, calculators, pencils, etc. ARC staff will receive instruction prior to the testing session regarding approved items. **There are no exceptions.** Cell phones and pagers will need to be left with the testing coordinator or proctor, and must be turned off so they will not disturb others. No food or drinks will be allowed, as this is also a distraction to others.

_____ 6) Time limits will be strictly enforced, as well as conversations within the testing room. **No talking allowed.** If students are caught talking during a test (no matter what the reason), the test will be stopped, removed, and returned to the instructor incomplete. Students caught cheating in the Academic Resource Center private testing room will automatically lose their testing privileges and will no longer be able to use the ARC Testing Services. All of the student's instructors will be informed of the incident (so that instructors will no longer send tests to the ARC to be proctored). The Dean of Students will also be notified of the incident. Students caught cheating may be further subjected to disciplinary action as outlined in the Student Handbook, 6.00 Standard of Student Conduct.

_____ 7) All written and scratch work done during testing must be done on paper provided by ARC staff or the instructor. Some instructors require this paper be included with the return of tests – please return all test materials to the testing coordinator or proctor when completed.

_____ 8) Students are responsible for making sure they allow enough time to take their exams before the testing center closes. Lab hours are posted at the center, as well as in the above information.

_____ 9) The ARC Testing Office is a working office. There may be staff-student conversations, phone calls, and other distractions outside the testing room door. We cannot guarantee the degree of quietness that you might expect in your typical classroom setting. *For students that receive special accommodations through the Office of disAbility Services, we will make **every attempt** to accommodate specific distraction-free issues as required through prior approval.*

_____ 10) The ARC **does not** provide make up testing during finals week, or make-ups for final exams. *(exceptions are for special accommodation students and students taking specific online courses, with prior approval)*