Calhoun Community College
Testing Centers

<table>
<thead>
<tr>
<th>Decatur Campus</th>
<th>Huntsville Campus</th>
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</thead>
<tbody>
<tr>
<td>Adult Education &amp; Testing Center (Building 9)</td>
<td>Sparkman Building (Building 1)</td>
</tr>
<tr>
<td>Room 107a</td>
<td>Room 122</td>
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<tr>
<td><strong>Hours:</strong></td>
<td><strong>Hours:</strong></td>
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<tr>
<td>Monday - Thursday 8 am to 7 pm</td>
<td>Monday - Thursday 8 am to 7 pm</td>
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<tr>
<td>Friday 8 am to 11 am</td>
<td>Friday 8 am to 11 am</td>
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<tr>
<td>You may contact us at 256-306-2522</td>
<td>You may contact us at 256-890-4792</td>
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</tbody>
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**No one may be admitted and no test started one hour before closing**

**Testing Center Services**

Testing Centers are for the administration of academic tests. Therefore, no supplemental labs, quizzes, practice tests, tutoring, or academic study guides will be available in the Testing Center.

The Testing Center provides the following services free of charge to Calhoun students:

- Proctored exams for distance learning courses
- Make up exams

All tests will be collected at the end of the time limit allowed by the course instructor and at closing time, and no tests will be started **one hour prior to the closing of the center**.

To watch an orientation video, go to [https://youtu.be/ujaFc_DaV2A](https://youtu.be/ujaFc_DaV2A)

**Other Information**

- Special Accommodations: Students seeking special accommodations should contact the ADA office at 256-306-2635 (Decatur Campus) or 256-890-4720 (Huntsville Campus).
- Proctoring: Testing staff visually monitor all testing situations. Any unusual circumstances are reported to the respective instructors and/or Dean of Student Affairs.
Testing Center Student Guidelines

At Calhoun Community College we have attempted to take the anxiety out of testing and to create a comfortable environment. As a partner in this, we need for you to adhere to the following guidelines and procedures:

- You must present a government issued photo ID. This may include a current driver’s license, CCC student ID, current alien registration, passport, or military ID. Other forms of identification may be required. You will not be allowed to take a test without proper identification.
- All students at the beginning of the exam, computer-based or paper-based, must log in to our kiosk in order to utilize the college’s testing services.
- No food, drink, or tobacco products are allowed.
- No children or unauthorized adults are allowed.
- All tests will be collected at the end of the time limit designated by your instructor, and at closing time, and no tests will be administered one hour prior to the closing of the center.
- Mobile phones, smart watches, and other electronic devices are not allowed into the testing center and must be placed in the designated area. You may wish to leave these in your vehicle. The testing center is not responsible for personal items.
- No calculators or PDAs, unless otherwise permitted by instructor per transmittal form.
- All personal belongings to include purses, back packs, coats, and hats will not be allowed at the testing station. Students may leave them in the area designated by the Test Proctor or may choose to leave them in their vehicle.
- No headphones are allowed unless issued by the testing center.
- Students may be subject to video recording during exams to protect the identity of the test taker should any questions arise.
- No breaks will be allowed during the administration of a test. Once a test begins, you may not leave the room unless you have requested special accommodations.
- Only one test will be administered at a time.
- No scratch paper will be allowed to leave the test center. Scratch paper must be turned in with the test. Scratch paper will be provided by the testing center.
- Scantron forms will not be provided by the Testing Center; they are available for purchase at the campus bookstore and select vending machines.
- The Testing Center is a fragrance-free environment. Please be considerate of other testers.
- Academic dishonesty will not be tolerated. All cases of academic dishonesty will be referred to the Dean of Student Affairs. Calhoun Community College considers the following to be academic dishonesty:
  - Copying work from others during an examination
  - Allowing someone else to copy your work during an examination
  - Taking an examination for another
  - Allowing another person to take an exam for you
  - Obtaining a test and/or answers to a test for distribution to others
  - Using unauthorized materials during an examination
  - Attempting to access websites or resource materials for the course.

Please refer to the Student Code of Conduct section in the Handbook for disciplinary actions.
Before taking a test you will need:

- Calhoun Portal or Blackboard credentials for online exams
- Course name and section number (Example BIO 103-W01)
- Instructor name, test number, and any materials authorized by your instructor

The Decatur Campus Testing Center (Building 9 Room 107) and the Huntsville Campus Testing Center (Sparkman Building/Building 1 Room 122) operate on a first come, first serve basis. The Testing Centers have a limited number of testing stations so students will be directed to the first available testing station. If a student leaves, they forfeit their spot in line at the Testing Center. The Testing Center hours of operation are Monday - Thursday from 8:00 am to 7:00 pm and Friday from 8:00 am to 11:00 am. No one will be admitted and/or no test started one hour prior to closing. Hours may vary during holidays, so it is recommended that each student check the schedule in advance for current hours of operation. You may contact us at 256-306-2522 (Decatur) or 256-890-4792 (Huntsville).