CALHOUN COMMUNITY COLLEGE
TESTING CENTERS

No one may be admitted and no test started one hour before closing

The Decatur Campus Academic Testing Center is located in room 107 in the Adult Education & Testing Center building. Our operating hours are: 8:00am until 7:00 pm Monday-Thursday and from 8:00am until 11:00am on Friday. You may contact us at 256-306-2522.

The Huntsville Campus Academic Testing Center is located in rooms 206 at the Research Park Campus. Our operating hours are 8:00 am until 7:00 pm on Monday – Thursday and Friday from 8am to 11am. You may contact us at 256-890-4792.

Testing Center Services
Testing Centers are for the administration of academic tests only. Therefore, no supplemental labs, quizzes, admission tests, 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 Community College students:
Proctored tests for CCC instructors
Proctored tests for distance learning courses
WebCT testing – WebCT is not set up by the testing center.
Make-up tests

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.

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 Dean of Student Affairs, and/or respective instructors.
CALHOUN COMMUNITY COLLEGE
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 an official photo I.D. This may include a current driver’s license, CCC student I.D., current alien registration/passport, or military I.D. 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 pencil and paper, must log in to our website 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.
- Cell Phones, pagers, and smart-watches must be turned off upon entering the testing center
- No calculators or PDA’s, unless otherwise permitted by instructor as per transmittal form.
- All personal belongings to include purses, back packs, coats, and ball caps 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 earphones are allowed unless issued by the testing center.
- Students may be subject to video taping 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.
- 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 a pencil or pen
Your assigned student password for online courses
Course name and section number (Example: BIO 103 01)
Instructor Name, Test Number and any material authorized by your instructor

The Decatur Campus Testing Center Room 107) and the Huntsville Campus Testing Center (Research Park rooms 206) 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 Decatur Testing Center hours of operation are Monday - Thursday from 8:00am-7:00pm and on Fridays from 8:00am until 11:00am. The Huntsville Testing Center hours of operation are Monday - Thursday from 8:00 am until 7:00 pm and on Friday from 8am-11am. No one will be admitted and/or no test started one hour prior to closing. Hours may vary each semester, so it is recommended that each student check the schedule in advance for current hours of operation. You may contact us at 256-366-2522 (Decatur) or 256-890-4792 (Huntsville).