

Testing Center Guidelines for Students

- Testing appointments are required at all Nashville State Community College Campus Testing Centers.
- Schedule appointments at: www.nsc.edu/testing-center. All appointments must be made a minimum of 2 business days in advance.
- Schedule ADA accommodated testing appointments at: www.nsc.edu/current-students/on-campus-resources/access-center
All ADA testing appointments must be made a minimum of 2 business days in advance.
- Students are required to check in at the Testing Center.
- Students are required to check out upon test completion.
- Virtual options are available for certain tests through outside vendors. To learn more about these options, please email: testing.center@nsc.edu.
- No minor children are allowed to be left on campus unattended while a student is taking a test in the Testing Center. For more information, see **NSCC Student Conduct Policy for children on campus**.

What to bring

- **You must bring an UNEXPIRED, CURRENT VALID PHOTO ID:**
Government Issued ID (Driver's License, Passport, State ID, Military ID), or NSCC Student ID
Photocopies and photos of IDs are **not acceptable** forms of identification.
- **Bring Authorized test aids ONLY:** Instructors notify the Testing Center which test aids are authorized.
 - Only test aids authorized by the instructor will be allowed. All other materials must be stored in a locker.
 - If a student is caught with unauthorized test aids, the instructor will be notified with a Testing Center Incident Report.
 - **eBooks** - The use of eBooks on a personal device is prohibited.

Important Reminders *Secure lockers are available in the Testing Center's front lobby as a service to students.*

- **No cell phones** are allowed in the testing area for **any reason** – Cell phones must be turned completely off and placed in a locker.
- **Cell phones may not be used as a calculator on any test** - Cell phones must be turned completely off and placed in a locker.
- **No watches, Fitbits, iPads, pagers or ANY TYPE of electronic devices are allowed in the Testing Lab.** These items must be turned off completely and placed in a locker.
- **No food, drink, chewing gum or candy.**
- **No hats, caps or hoods.** (Unless you have religious reasons or ADA accommodations on file)
- **Clothing with Hoods.** Specific test vendors do not allow **any** clothing with hoods to be worn while testing.
- **No outerwear, jackets or coats of any type.** The testing labs are kept around 70 degrees, please dress accordingly.
- **Pockets** - Please be aware that you may be asked to empty all pockets and place items in a locker. This includes pockets in shirts, sweatshirts, pullovers, cargo shorts/pants, scrubs, etc.

Inside the Testing Lab

Quiet: Please be quiet in the Testing Center as a courtesy to others testing. If you are disruptive, you may be asked to leave the Testing Center. Your instructor and Campus Security may be notified.

Assigned Seating: Testing Center staff assigns all student seating. Students are not allowed to change seats.

After starting a test: Students are not allowed to leave the testing lab during a test unless approved.

Emergency: If you need to leave the testing lab during a test for an emergency, you must notify a proctor before leaving.

Computer Use: All computers are for testing use **only**. Students are **not** allowed to use the computers to visit other websites or check email during or after a test.

All students are expected to abide by Nashville State Community College Student Conduct Policies and Testing Center Guidelines while in the Testing Center. A student's instructor and/or Campus Security may be notified of violations. An Incident Report will be placed on file. The impact on the student's grade/score will be made after careful review of the incident.