

## Testing Center Guidelines for Faculty

Testing Center hours are Monday-Friday 8:30 am – 4:30 pm, with all exams being completed by 4:30 pm. All exams require an appointment.

To ensure smooth and fair test proctoring, faculty must provide clear written instructions for each exam submitted to the Testing Center. Exams and proctor instructions must be provided to the Testing Center at least 48 hours before the test dates by email at [testingcenter@helenacollege.edu](mailto:testingcenter@helenacollege.edu) or delivered to DON 113. The following information is required:

### Allotted Test Time

- Faculty must specify the exact time limit for the exam (e.g., 90 minutes, 2 hours).
- Note: The Testing Center will not proctor exams labeled as “untimed”, “no limit”, or similar terms.
- Generally, a test must be limited to no more than 4 hours. For extenuating circumstances, see Natasha to determine whether a workaround can be implemented.

### Designated Test Dates

- Include the specific date range or deadline during which the test should be completed (e.g., “Test available August 20-August 24”)
- Tests will not be administered outside the designated testing window unless prior arrangements and approval are made.
- Please note that the Testing Center will not be available for proctoring during the Teas Test – please check the Teas Test dates on the [Testing Center webpage](#) or the Nursing webpage.

### Start Time Requirements

- Indicate the earliest and latest times students are allowed to begin the test (e.g., Testing is available between 9:00 am and 4:00 pm).
- Ensure the latest start time allows the student to complete the test within the allotted time before the Testing Center closes (e.g., if a test is 90 minutes and the testing center closes at 4:30 pm, the latest allowable start time should be no later than 3:00 pm).

### Required / Allowable Materials

- Clearly state any materials that are allowed during the test (e.g., open book, one page of notes, periodic table, calculator).
- If no materials are allowed, please indicate “None” or “Closed Book”.

If you have a student who will be using the Testing Center regularly (e.g., due to accommodations), please encourage the student to schedule all known exams as early as possible, preferably at the beginning of the semester. Early scheduling will help ensure availability and reduce the risk of conflicts, especially during high-demand periods – midterms and finals.

**Student Expectations:**

Students are required to get their instructors' permission to utilize the Testing Center. Students are responsible for initiating the testing process, including scheduling an appointment and communicating any appointment changes. Tests should be scheduled at least 2 business days in advance. Understandably, this may not always work for makeup exams.

- A photo ID is required to test. Examples include: Driver's License, State or College issued ID.
- No Food or Drinks are allowed in the Testing Center (unless it is an accommodation). Only test takers will be permitted into the room during proctored exam times.
- All personal belongings must be stored away from the test taker. Electronics must be turned to silent. Cell phones, smart watches, or other electronic devices are not permitted at the test taker's desk. We have secure lockers available upon request.
- Tardiness beyond 15 minutes may require the student to reschedule. Check-in at DON 113. Missed appointments may require instructor approval to reschedule.
- Students must follow all directions given by Testing Center staff per the Student Code of Conduct. All violations will be reported to Valerie Curtin, Executive Director of Compliance & Financial Aid.

Academic dishonesty will be reported to the instructor.