SUBJECT: Testing Center Policy

REVIEWED/REVISED: 6/2015; 6/2020; 3/2024

PURPOSE: To outline NMC Testing Center processes and responsibilities of students, staff and faculty who use Testing Center services.

POLICY OWNER: Dean of Students

Mission: The NMC Testing Center serves as a secondary testing space for students. The term "test" refers to timed assessments measuring student knowledge. Course instructors, sometimes in partnership with the NMC ADA Coordinator, determine Testing Center eligibility.

Exam Scheduling: Exams must be submitted and scheduled through RegisterBlast via Brightspace. RegisterBlast aligns exam times with faculty-assigned testing windows and Testing Center hours, which may vary by semester.
The Testing Center will adhere to the Student Code of Conduct and the [Academic Integrity and Dishonesty policies](#). All students who use the Testing Center consent to being on camera and recorded. All cases of suspected academic dishonesty will be addressed according to the relevant policy and process.

Further instruction and current information on using RegisterBlast can be accessed within the BrightSpace [CRASH course – Testing Center](#) module.

Types of Exams:
1. Academic Exam: Most common exam type – use if no other type applies. Requires a minimum testing window of three business days, subject to instructor discretion.
2. ATI Exam (NRS only): Scheduled outside Testing Center hours, coordinated with Testing Center staff.
3. Makeup Exam: A missed classroom exam. Arranged between instructor and student, coordinated with Testing Center staff.
4. Math Placement Exam (ALEKS): For math placement exams, including makeup exams. See the [Math Placement & Prior Credit Validation Policy](#) for more information.

Responsibilities
Testing Center:
- Ensure vigilant proctoring and uphold exam integrity.
- Follow faculty instructions precisely.
- Adhere to daily operations with professionalism, integrity, fairness, and excellent customer service.

Student Responsibilities:
- Notify instructor(s) of ADA accommodations (if applicable).
- Arrange for make-up exam(s) with instructors (if applicable).
- Register for testing time in RegisterBlast at least 24 hours in advance.
- Present a valid photo ID.
- No children, food, hats or electronics allowed.
- Students may not schedule to take an exam during class, unless the rest of the class is testing simultaneously during that period.

Students with ADA Accommodations:
- Provide ADA Accommodations letter and discuss ADA testing requirements with instructor(s).
- Testing Center offers open seating with privacy panels and private rooms. Private rooms are reserved only for those with that accommodation.
- Testing Center provides a reduced distraction environment. Reduced distraction is a setting outside of the usual classroom that limits auditory and visual interruptions, but does not remove them entirely.

Student No-Call, No-Shows and Rescheduling
- Students are required to alert Testing Center staff if they are going to be late to their scheduled testing time. To alert Testing Center staff, students should email nmc.testcenter@methodistcollege.edu
- Testing Center staff must be notified by email of a change in testing plans, including scheduled testing date, time, or location.
- If a student no-calls, no-shows, faculty will be notified. It will be up to faculty discretion if a student is allowed to re-schedule or makeup their exam.
- Students may adjust their exam time in RegisterBlast so long as they have not passed the originally scheduled time and they are still within the testing window.

Student Acknowledgements
When registering for exams, all students are required to acknowledge they understand the following:
1. I acknowledge that it is my responsibility to communicate and coordinate with my instructor the desire to take an exam at the Testing Center and that I must give the Testing Center at least 24 hours advanced notice.
2. I acknowledge that it is my responsibility to communicate with my instructor the date and time of my scheduled exam.
3. I acknowledge that it is my responsibility to contact the Testing Center before my exam day to ensure that my test material has been received.
4. I acknowledge that I will need to bring a valid form of photo ID with me on my exam day. I also acknowledge that if I do not present a valid and acceptable photo ID on exam day I will be asked to reschedule my exam for a time when I can produce a valid and acceptable ID. Acceptable forms of ID are:
   a. School ID
   b. Driver's license
   c. State-issued photo ID
   d. Passport
5. I acknowledge that I must arrive at least 15 minutes prior to my scheduled exam time.
6. I acknowledge that once I am checked in, I will be required to store all electronic devices and personal items outside the Testing Center prior to and during testing.
7. I acknowledge that if I need to retake an Instructor Authorized exam I must seek instructor approval and am responsible for scheduling the new exam according to the Testing Center policy.
8. I acknowledge that testing candidates are the only ones allowed in the Testing Center; this includes children and guests of the testing candidate.
9. I commit to abide by the NMC Academic Integrity policy and that it is my responsibility to understand the expectations of the policy.
10. I confirm that the exam I am taking will not interfere with any other scheduled classes or class sessions such as labs /clinicals.

Faculty Responsibilities:
- Enter exams into RegisterBlast with passwords and, for paper exams, upload exam copies.
- Provide a 72-hour window for ADA Accommodation Student exams.
- Testing Center staff are not responsible for communication that should be organized between faculty and students directly.