



STUDENT SUPPORT POLICIES — SECTION 600

NUMBER: 619

SUBJECT: TESTING CENTER POLICY

LAST REVIEWED: 10/22/2014; 7/15/2016; 4/16/2017 NO CHANGES; 7/2018; 2/10/2023

EXECUTIVE COMMITTEE APPROVAL: 7/18/2016, 8/1/2018, 2/21/2023

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BOARD APPROVAL: AUGUST 17, 2016, AUGUST 15, 2018; 3/15/2023

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619.1 POLICY

- 1.1 Standard Test Center hours vary by campus and are subject to change. Please visit <https://mtec.edu/testing/> or contact the Testing Center staff for updated schedule information. Any questions or concerns about operating hours can be addressed with the Testing Center Manager.
- 1.2 Testing must be completed by time of closing. If a student does not complete their test by the time of closing, they will have to submit their test as-is. It is the student's responsibility to ensure they allow enough time to complete the testing session. Please check with a Testing Proctor if you are unsure of the time required for a specific test, or need special accommodations.
- 1.3 Access to the Testing Center requires that you agree to test center policies and present a valid physical photo ID for verification. Once verified, you will be assigned a computer station by a Testing Proctor.
- 1.4 The following items are forbidden in the testing areas of the test center: Cell phones, smart watches, mp-3 players, flash drives, other electronic devices, bags, books, unauthorized scratch paper, pens, pencils and other personal belongings. Concerns, questions, or exceptions may be granted on a case by case basis by the Testing Center Manager, or a Testing Proctor.
- 1.5 Be mindful of others testing. Please remain quiet while in the testing center. When a testing session is completed, please exit the testing area before discussing results with other testers.
- 1.6 **No Cheating.** If it is discovered that a student is cheating, the incident will be reviewed, and punitive action will be taken. This could include dismissal from your program. This rule applies to any exams, quizzes, assignments, graded or ungraded, taken in the test center.

- 1.7 Failure to abide by testing center rules and policies may result in other punitive actions.
- 1.8 Use of the test center facilities requires consent to monitoring while in the test center. This includes surveillance cameras, computer station cameras, computer screen recording, and monitoring by test center personnel.

619.2 PROCEDURE

- 2.1 MTECH Testing Center locations are posted on the website and at each campus.
- 2.2 Students must begin their last test at least 30 minutes prior to closing. Students must be aware that the test will be submitted when the test center closes regardless if the student has completed the test or not. Students must complete all testing by the close of the testing center for that day. Please check with the Test Center to verify holiday and training day hours and for any other exceptions.
- 2.3 The MTECH Testing Center and Study Lab is available for individual students, as well as classes to test, study, or use the internet for projects, if space is available. Please note that phones will not be allowed while in the test center.
- 2.4 Please be aware of the following guidelines in order to help maintain test security, maximize test center availability, and aid students in the use of our facilities:
 - 2.4.1 Testing Administrators are NOT allowed to change test/course data (testing dates, course rosters, passwords, IP filters, test information, etc.). Instructors must ensure that course tests have been set up with the proper settings and rosters to allow students to test in the test center.
 - 2.4.2 Class Management (Canvas) and testing software (Chi-Tester, Headmaster, etc.) are NOT supported by the test center. For technical help please go through proper technical support channels for the specific software.
 - 2.4.3 Individual testing can be done on a walk-in basis. Any groups larger than 8 students will need to schedule a time with the test center to ensure seat availability for the entire group. Those seats will be held for 15 minutes after the scheduled appointment, at which time they will be released for walk-in testing.