



# Cisco College

## Testing Center Policy Manual

### Introduction

The Cisco College Testing Center follows standard procedures so students know what to expect when they arrive to take their tests. The Testing Center offers instructional and assessment testing services including: TSI Assessment (both locations), HESI (Abilene Only), GED (Cisco only), Makeup Tests, Retests, and Virtual College of Texas (VCT) testing.

### Required Identification and Information

You must present a current photo ID (i.e., driver's license, passport, military ID, or college student ID card w/photo). Depending on the test being taken, testers may also be required to furnish Student ID number or Social Security Number, course name and number, Instructor's name, Pre-Assessment Verification Form, and receipt for test payment.

### Instructor's Information Form- *Cisco Courses*

An Instructor's Information Form must be filled out by the instructor completely and returned to the Testing Center before a student can test. An Instructor's Form must be filled out for each separate exam—not for each student. All students that are taking the same exam (example: exam #1 for BIOL-1406) can be listed on the same Instructor's Form. A separate Instructor's Form will be needed for each makeup exam. If the student has trouble accessing the exam via computer or if the test has not been posted, the student will be referred back to the instructor. If allowed, scratch paper will be furnished. Any other testing aids allowed must be noted on the Instructor's Information Form, and it is the student's responsibility to bring them to the Testing Center. Upon completion of the exam, the Testing Center will deliver a paper based exam to hold for pickup by professor.

### Virtual College of Texas (VCT) Testing-

Forms provided by other testing centers for VCT courses will be accepted provided they contain all the information required in the Cisco College Testing Center Instructor Information Form. Students should make arrangements with their college or university to have the test(s) mailed or emailed directly to the Cisco College Testing Center.

Students may call or email the Testing Center to determine if the exam has arrived and to schedule an appointment to take the exam. Exams are proctored by appointment during regular testing center hours. If the exam has not been delivered or sent to the Testing Center prior to the test date, students will need to contact their university and have the appropriate personnel contact the Cisco College Testing Center.

## Testing Center Hours

Testing Center hours vary by semester and location, and some dates are reserved for specific testing such as the GED or HESI. Check hours and locations before planning your Testing Center visit.

## Responsibilities of the Student

1. Make an examination appointment at the Testing Center. Seating is limited, so the appointments are strongly encouraged to ensure that the examinee is scheduled to test on a specific date. Walk-ins will be accommodated as space is available on a first come, first served bases during normal testing center hours. You must make a separate appointment time for each test you wish to take.
2. Contact the Testing Center as early as possible to cancel an appointment if circumstances prevent keeping the appointment.
3. Arrive on time. Because of limited seating, after 15 minutes it will be assumed that the student is a “no show” and rescheduling may be necessary.
4. Students must ensure that their instructor knows they are testing at the Testing Center and have given our contact information to their instructor.
5. Students must present a current photo ID, and depending on the test being taken, testers may also be required to furnish Student ID number or Social Security Number, course name and number, Instructor’s name, Pre-Assessment Verification Form, and receipt for test payment.
6. Only those items that are authorized by the instructor and testing center administrators will be allowed into the testing center. A limited number of personal lockers are available; however, testers are not allowed to access their locker or belongings until their test is completed.
7. Unless restricted by the instructors, restroom breaks are allowed during testing, but to minimize distraction to others, testers are asked that restroom breaks be taken before entering the test room whenever possible.
8. Children, parents, spouses, and friends are not allowed in the testing room. Only testers and Cisco College personnel are allowed in the Testing Center.
9. The Testing Administrators cannot help with the content of the exam. They can only answer questions about the administration of the exam.
10. Students testing for online courses should contact their instructor for score and feedback information. TSI and HESI scores are provided immediately. GED Testing Service emails scores directly to GED testers.
11. Except for WritePlacer and WritePlacer ESL, The TSI Assessment test can be stopped and the tester can make an appointment to resume testing. All other exams (HESI, Instructional, etc.) must be finished in one sitting.
12. Testers planning to attend a college other than Cisco need to bring the name of the institution and a current email where scores can be sent.

## Testing accommodations

Students requesting reasonable testing accommodations should meet with the Disability Services Coordinator at their location with documentation prior to making an appointment to test.

## Testing aids and other materials

Bring only the materials that an instructor has allowed for a given test. It is the responsibility of the student to know what items are permitted by their instructor.

- Calculators must be of the type and use permitted by the instructor. Calculators with Internet capability are not permitted. Outside calculators (unless for a prescribed accommodation) are prohibited when taking the TSI.
- Testers are not permitted to bring their own writing instruments into the testing room.
- If scratch paper for notes is allowed, the testing center will provide all scratch paper when permitted by instructors or specific tests. All scratch paper must be returned to the test administrator upon completion of the test. Scratch paper will either be shredded or, if appropriate, attached to the completed test and forwarded to the instructor. Students may not bring their own paper into the testing room unless notes are specifically indicated by the instructor on the Instructor Information Form.

## Personal belongings and electronic devices

Personal belongings such as backpacks, books, and electronic devices (including pagers, watches, and cell phones) are not allowed in the Testing Center. Possession of prohibited items or accessing unapproved resources in the testing room will result in the immediate termination of the exam and possible disciplinary action.

## Storage lockers

Testing centers have a limited number of personal lockers, but locker space is limited so testers are encouraged to keep personal property to a minimal when coming to test. The tester locks the cabinet and is in possession of the only key. If a locker is unavailable, personal items including cell phones and watches must remain in a designated area unsupervised by staff. Cell phones must be turned off before being placed in a locker. Personal items may not be accessed until the tester has finished testing. Cisco College is not responsible for personal property stored.

## Assigned seating/wait lines

The Testing Center may assign seating. When the center is full, you may be asked to sign a waiting list, take a ticket or line up outside the Center. Students are required to wait again in line, if one exists, if they desire to take more than one test.

## Water or restroom breaks

Restroom breaks are allowed, unless the instructor's instructions prohibit a break. To minimize distraction to others, testers are asked that restroom breaks be taken before entering the test room. You may not access your cell phone or other personal belongings until you have submitted your test. **No food, beverages or tobacco products are allowed in the Testing Center.**

## Scoring of tests

Students testing for online courses should contact their instructor for score and feedback information. TSI and HESI scores are provided immediately. GED Testing Service emails scores directly to GED testers.

## Retesting

You are not allowed to retest unless a retest version is offered by the instructor. An Instructor Information Form must be filled out completely by the instructor and emailed or delivered to the Testing Center before a student may retest. Consult your syllabus or instructor for details.

## Surveillance & monitoring

In addition to proctors and regular walkthroughs, the Testing Center employs audio, video, and computer surveillance and recording technologies to maintain an environment of academic integrity. Students are not allowed to open another site/webpage while testing. Testing personnel cannot help with the content of the exam. They can only answer questions about the administration of the exams.

## Student conduct and discipline

At any time if the Test Administrator observes any misconduct on the part of the examinee, the examinee may be asked to stop a specific action or behavior. Cheating is not tolerated. If cheating behavior is suspected, the staff member can end the test immediately. The tester will be asked to leave the test and any fees will be forfeited. The tester may or may not be allowed to test again at the Cisco College Testing Center. Misconduct can be described as, but not limited to any of the following behaviors:

- Giving or receiving assistance of any kind
- Taking or attempting to take the same exam more than once during a testing session when not allowed
- Attempting to take an examination for someone else
- Using any prohibited aids (this includes Internet sites)
- Failure to follow instructions
- Causing a disturbance of any kind
- Removing or attempting to remove test questions, responses, or notes
- Attempting to remove scratch paper
- Tampering with the computer
- Attempting to use the computer for any reason other than testing

*NOTE: By using the Cisco College Testing Centers, testers are agreeing to abide by the Testing Center's Policy Manual*



## Cisco College Testing Centers

Cisco Campus  
Cisco, TX 76437  
Vo-Tech I --Room 31  
254.442.5020  
[testing@cisco.edu](mailto:testing@cisco.edu)

Abilene Educational Center  
Abilene, TX 79602  
Administrative Offices, Room 9  
325.794.4458  
[testing@cisco.edu](mailto:testing@cisco.edu)