



# 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: TSIA2 Assessment (both locations), HESI A2 (Abilene Only), GED (Cisco only), make-up and accommodated tests, and Virtual College of Texas (VCT) testing.

### Required Identification and Information

Testers must present a current and valid photo ID. Acceptable forms of photo ID are: driver's license, State-approved or federal ID, military ID, college ID, high school ID, middle school ID, passport, tribal ID, naturalization card or certificate of citizenship, College Board Test Taker ID form (<https://collegereadiness.collegeboard.org/pdf/sat-student-id-form.pdf>). 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.

### Testing Center Information for Instructors

- Make-up tests for online and on-campus classes should be referred to the Testing Center only when course or work conflicts prevent an instructor and student from scheduling a make-up test together. Faculty should be responsible for administering their own make-up tests in most circumstances.
- A Faculty Information Form must be filled out by the instructor and accompany each test received by the Testing Center. A Faculty Information Form will be emailed to all faculty at the beginning of each fall and spring semester. The Testing Center will adhere strictly to the open and close dates and all other information indicated on the Faculty Information Form.
- Make-up tests must be provided to the Testing Center before students can schedule a testing date.
- Faculty are responsible to furnish the Testing Center with a hard copy of any make-up test along with the Faculty Information Form. If a faculty member does not have an office on the campus where the student is testing, they may email the Faculty Information Form and test to the Testing Center ([testing@cisco.edu](mailto:testing@cisco.edu)).
- Due to space and personnel constraints, the Testing Center cannot administer tests for an entire class.
- Accommodated students should only be referred to the Testing Center if the Center is listed as an approved accommodation on the form provided by the Disability Services Coordinator. Students should not be referred to the Center based on preference to test in a different format than the class or outside of the scheduled exam time.
- Instructors and students should not assume the Testing Center is appropriate if approved accommodations specify a quiet or less distracting place to test. The Center may be busy with testers entering or exiting, and noisy because of testers typing. Please arrange tests requiring a quiet/less distracting place through the Disability Services Coordinators on the appropriate campus.

- The Testing Center does not furnish calculators or Scantrons. Testers will not be permitted to use cell phones during their test session.
- The Testing Center does not accept homework from students.

## Testing Center Information for Students

- Testers should contact the Testing Center by email ([testing@cisco.edu](mailto:testing@cisco.edu)) to make an appointment.
- The Testing Center is reserved on certain dates for HESI A2, GED, and other entrance exam testing. No TSIA2, proctored exams or makeup exams will be given in the Testing Center during reserved dates/hours.
- Testers must present a current and valid photo ID (see above). 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.
- Currently, testers will only be allowed to bring a photo ID and car keys with them into the Testing Center.
- Because of limited seating, after 15 minutes it will be assumed that the tester is a "no show" and rescheduling may be necessary.
- Only testers and Cisco College personnel are allowed in the Testing Center. Children, parents, spouses, and friends are not allowed in the testing room.
- Testing Administrators cannot help with the content of the exam. They can only answer questions about the administration of the exam.
- For faculty make-up exams, testers must make arrangements with their instructor in order to test in the Testing Center.
- Testers will need to schedule for the full amount of time allowed by the instructor even if they do not think they will need it. Testers will not be allowed to begin an exam if the Testing Center is scheduled to close before the time allowed expires.
- The Testing Center does not furnish Scantrons or calculators. Testers may not use a cell phone as a calculator during an exam.
- For faculty make-up exams, the instructor will provide the Testing Center with a Faculty Information Form attached to the exam. The Testing Center will not be able to make exceptions to the instructions or the open and close dates for the test given by the instructor on this form.
- Except for WritePlacer and WritePlacer ESL, the TSIA2 Assessment test can be stopped and the tester can make an appointment to resume testing. All other exams (HESI A2, Instructional, etc.) must be finished in one sitting.

## Virtual College of Texas (VCT) Testing

Forms provided by other testing centers for Cisco College students taking a VCT course will be accepted provided they contain all the information required in the Cisco College Testing Center Faculty 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 email ([testing@cisco.edu](mailto:testing@cisco.edu)) 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. A list of Cisco College VCT students is provided to the Testing Center by the Admissions Office. VCT testers will abide by the Testing Center policies for students stated above.

## 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 A2. Check hours and locations before planning your Testing Center visit.

## 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.
- For course exams, 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 TSIA2 and the HESI A2. Testers may not use a cell phone as a calculator during an exam.
- Testers are not permitted to bring their own writing instruments into the testing room.
- 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 Faculty 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.

## Assigned seating

The Testing Center will assign seating.

## Water or restroom breaks

Restroom breaks are allowed, unless prohibited by the Faculty Information Form submitted by the instructor. 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.

## 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)