



# 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 that include TSIA2 Assessment (both locations), HESI A2 (Abilene Only), make-up and accommodated tests, and proctored exams for other universities/colleges.

### Required Identification and Information

Testers must present a current and valid photo ID. The Testing Center does not accept photo ID from a phone.

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](#). 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.
- Online tests also require a Faculty Information Form from the instructor.
- Instructors must make updates or changes to a Faculty Information Form in person or by email. We cannot accept testing information changes from students.
- Make-up tests must be provided to the Testing Center before students can schedule a testing date.
- Same-day and next-day testing are not always available.
- Faculty are responsible to furnish the Testing Center with a hard copy of any makeup test along with the faculty instructor form. If a faculty member does not have an office on the campus where the student is testing, they may email the faculty instructor 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.
- The Testing Center does not allow testers to take a test in the Testing Center without a Cisco College proctor being present.

## Testing Center Information for Students

- Testers should contact the Testing Center by email ([testing@cisco.edu](mailto:testing@cisco.edu)) to schedule.
- The Testing Center is reserved on certain dates for entrance exam testing, training and maintenance. No HESI A2, TSIA2, proctored exams or makeup exams will be given in the Testing Center during reserved dates/hours.
- Same-day and next-day testing are not always available. The Testing Center can schedule up to two weeks in advance. Please contact the Testing Center at least 2-3 business days before you need to test.
- Testers must present a current and valid photo ID (see above).
- Personal items, including backpacks and electronic devices such as watches and cell phones, are not allowed in the Testing Center. If you bring other items (including watches and cell phones), you will be asked to store them in a Testing Center locker or return them to your vehicle
- 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.
- Students must make arrangements with their professor in order to take a makeup test in the Testing Center. The instructor will provide the Testing Center with a Faculty Information Form along with the exam. The Testing Center will not be able to make exceptions to the information on this form.
- Make-up 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.
- If your instructor has marked that notes will be allowed during your exam, please be aware that the instructor may ask the Testing Center to collect those notes when you are finished testing. If the allowed notes are in a spiral notebook, you will need to make a copy to use during your exam.
- The Testing Center does not furnish Scantrons or calculators. Testers may not use a cell phone as a calculator during an exam.
- With the exception of the TSIA2, all tests must be finished in one test sitting.
- Education majors at Abilene Christian University, Hardin Simmons University, and McMurry University who need to take the TSIA2 at Cisco College must test on-site at either the Abilene campus or the Cisco campus Testing Center.

- TSIA2 testing for other universities/colleges is done through remote test vouchers as space allows. Students should contact the university/college they plan to attend for voucher creation.
- Proctored testing for faculty exams for other universities/colleges is provided as space allows. The Testing Center must receive the "Faculty Information Form for Other Colleges" with the exam prior to scheduling. The Faculty Form and exam must come directly from the university/college instructor. Students should contact the Cisco College Testing Center for the Faculty Form and information.

## Testing Center Hours

Testing Center hours vary by semester and location, and some dates are reserved for specific testing. Check hours and locations before planning your Testing Center visit.

## Testing accommodations

Testers seeking special testing accommodations must contact the Disability Services Coordinator at their location with acceptable documentation prior to making an appointment to test. The Disability Services Coordinator will communicate approved accommodations to the Testing Center. If approved by the Disability Services Coordinator, personal aides and interpreters are permitted in the Testing Center to facilitate communication with Testing Center staff. Aides and interpreters may not assist with test content in a manner that compromises test integrity. Testers requiring a reader or scribe will be assisted by the Disability Services Coordinator. Students with approved accommodations are held to the same testing protocol, outlined in the Testing Center Policy Manual, as other students.

## 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.
- TSIA2 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

Except for electronic medical devices, personal belongings such as backpacks, books, and nonmedical electronic devices (including pagers, earbuds and earphones, watches, and cell phones) are prohibited 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.

## 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. The tester may or may not be allowed to test again at the Cisco College Testing Center. Cheating is not tolerated. If cheating behavior is suspected in a TSIA2 or HESI A2 test, the staff member can end the test immediately. Testers may be allowed to schedule a new test session. Any fees paid may be forfeited. Testers who exhibit cheating behavior during a faculty exam will be required to sign a Test Violation Form. Cheating materials will be removed, and the tester will be permitted to finish their exam with the understanding that the instructor will be notified of the violation. The instructor will determine the consequences of the violation. If a tester is unwilling to sign the Test Violation Form, their test session will be terminated immediately, and the instructor will be notified of the violation.

Misconduct/Cheating can be described as, but not limited to any of the following behaviors:

- Giving or receiving assistance of any kind
- Attempting to take an examination for someone else
- Using any prohibited aids (includes, but not limited to, Internet sites, technology aides, notes)
- 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, TX 76437  
Maner Library  
254.442.5020  
[testing@cisco.edu](mailto:testing@cisco.edu)

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

Revised 10/9/2025