

*The mission of the Testing Center is to provide high quality testing services to our students, adhering to the standards of the National College Testing Association (NCTA). We strive to administer tests in a distraction free, technologically-enhanced environment that aligns with the testing policies of each faculty member.*

## **Academic Testing Center Services**

The MCC Academic Testing Center is a service provided to faculty in the delivery of multiple testing options. These options include, but are not limited to, practice, re-take, eLearning, make-up and certification testing. Academic Testing Center (ATC) services provide convenience for faculty members and flexibility for students.

Scheduling make-up testing in the ATC provides convenience to the faculty member by providing a secure and monitored location for those student(s) who are approved to take a make-up test. Use of the Academic Testing Center eliminates scheduling complications and provides flexibility to the student by providing a testing window where students can take their make-up test during the Testing Center's normal operating hours. For operating hours, please visit <http://www.mcc.edu/testing/>. Make-up testing sessions can be scheduled to begin as early as the end of the class session in which a test was delivered.

## **Security**

Following are some highlights of the security measures in place:

- Lockers are provided and students are required to store all items not needed for the test in them. This includes, but is not limited to, all electronic devices.
  - Lockers do require a quarter (.25 cents) to use. The quarter is returned to the student upon retrieval of their stored items.
- Students must show a student ID and picture ID in order to take a test.
- Only Faculty (or staff as designated by the faculty member) are allowed to drop off/pick up tests.
- Computer testing is monitored using *Insight Classroom Management* software. This software allows ATC staff to restrict access to specific sites, monitor student activity and to stop a student from completing a test in instances where the faculty member's testing rules have been violated. Less extreme options are also available such as taking screen shots of a student's activity and providing those to the faculty member for further action.

## **Important Notes**

Exams are to be submitted through the secure site or may be hand delivered (by the faculty member or designated staff member) to the Testing Center. Completed exams are to be picked up by the instructor or a designated staff member. Exams will not be returned through interoffice mail or be given to a student employee.