

TESTING CENTER

Faculty Information

White Bridge Road Location:	Student Services Building	Suite S217
White Bridge Road Hours:	Monday-Thursday	8:00 AM - 5:30 PM
	Friday	8:00 AM - 4:30 PM
	Saturday (Align with enrollment events)	9:00 AM – 1:00 PM

Website: www.nsc.edu/testing-center

Phone: (615) 353-3564

Email: testing.center@nsc.edu

Testing Center Mission:

The mission of the Nashville State Community College Testing Center is to support the instructional goals of the college by providing a multitude of testing services in a quiet proctored testing environment. The Nashville State Community College Testing Center maintains and adheres to all standards set forth by the National College Testing Association (NCTA).

Services provided:

- Administer ACCUPLACER placement tests for prospective Nashville State Community College students to meet admissions requirements.
- Administer ACCUPLACER placement challenge tests for students that placed in developmental math, reading, or writing courses – students are allowed one attempt to challenge these scores before special permission is required.
- Administer iTEP placement test for ESL students.
- Administer tests in a secure, proctored, and quiet place for all students taking exams in the following:
 1. NSCC Web Online – for students who opt out of virtual proctoring
 2. Departmental Makeup tests - students who missed a scheduled class exam
 3. ADA Accommodation Proctoring – with proper ADA paperwork from the Access Center
 4. ESL Approved Support – extended time for ESL students with approval
 5. NSCC Credit by Exam – Departmental Challenge Exam/PLA testing as approved by the Deans
 6. TN eCampus courses (all TBR)
- Administer the California Critical Thinking Skills Test as a general graduation exit examination.
- Administer CLEP exams for students and community members wishing to gain college credits with CLEP.

How to utilize the Testing Center:

- An email will be sent out at the beginning of each semester to all faculty providing updates and information about testing in the upcoming semester.
 - Individual emails may be sent to instructors when a student schedules an appointment and the Testing Center does not have the testing information.
- Submit complete test information for students testing in the Center as needed using the Dynamic Form linked on our website at least 2 business days in advance whenever possible. The White Bridge Road campus processes this information for all campus locations.
- Each campus has their own individual Testing hours - contact the campus testing center for more information.
 - Clarksville Campus: (931) 472-3455, clarksvilletestingcenter@nsc.edu
 - Dickson Campus: (615) 740-5998, dicksontestingcenter@nsc.edu
 - Humphreys County Campus: (931) 296-1739, humphreyscountyttestingcenter@nsc.edu
 - North Davidson Campus: (629) 208-7400, northdavidsontestingcenter@nsc.edu
 - Southeast Campus: (615) 916-5854, southeasttestingcenter@nsc.edu
 - White Bridge Road Campus: (615) 353-3564, testing.center@nsc.edu

How You Can Help Us Help You:

- Include the Testing Center Guidelines for Students in your Syllabus or on your course information:
https://www.nsc.edu/documents/student-services/Testing_Center_Guidelines.pdf
- Instruct students as to the location of the Testing Center – this will vary by campus.
- Instruct students when tests will be available and how long they will be available. **We highly encourage you to set time limits and set deadline dates.** This helps with seating availability in the Testing Centers and students like to know the amount of time allowed on a test.
 - We do not have the staff to monitor individual time limits for students. Students are told how much time they are allotted and clocks are available in each testing room.
 - Please set up time limits in the online systems where possible.
- Instruct students that they need the following each time they test:
 - Photo ID, login information, instructor's name, course name and number, and test number
- All testing information and materials for all campuses should be submitted using the Testing Center Test Submission Form found in Dynamic Forms (linked on the Testing Center website) at least 2 business days before the test is to be administered.
 - The WBR campus Testing Center processes and distributes testing materials to all extended campus locations.
- Complete testing information is vital.
 - If your test has a password, indicate that on the form at the time of submission. If a change is made after the form is submitted, please contact us by email as soon as possible.
 - If you do not indicate a testing aid, we cannot allow it to be used.
- **Please provide a contact phone number to the Testing Center in case a proctor may need to reach you – for emergency use only and will not be shared with students.**
- Check your **completed exam folder.**
 - Please pick up tests during office hours.
 - At the end of the semester, collect any untaken tests left in your folders except those intended for Incomplete Grades (be sure to mark these as Incomplete and include a discard date).
 - At the beginning of the next semester, your file will be purged and any old tests will be placed in your completed exam folder for pick up. Anything not picked up will be destroyed after the next semester starts and you will be notified by email.
- If you need to drop off a paper test at the White Bridge Road campus after office hours, please use the after-hours drop box located by the Testing Center door.
- Tests must be picked up by faculty or staff – please do not send students to pick up tests.
 - To ensure that a test is being picked up by faculty or staff, an ID may be requested.
 - We keep a log of when physical tests are picked up from our office.