

# Testing Center Guidelines for Students

- Testing appointments are required at all Nashville State Community College campus Testing Centers.
- Schedule appointments at: [www.nsc.edu/testing-center](http://www.nsc.edu/testing-center). All appointments must be made a minimum 2 business days in advance.
- Schedule ADA accommodated testing appointments at: <https://www.nsc.edu/student-experience/student-support-resources/disability-and-accessibility-information/access-center.php>  
All ADA testing appointments must be made a minimum of 2 business days in advance.
- Students are required to check in at the Testing Center and check out upon test completion.
- Virtual options are available for certain tests through outside vendors. To learn more about those options, please email: [testing.center@nsc.edu](mailto:testing.center@nsc.edu)
- No minor children are allowed to be left unattended on campus while a student is taking a test in the Testing Center. For more information, see [NSCC Student Conduct Policy for Children on Campus](#).

## What to Bring on Test Day

- **You must bring an unexpired, valid photo ID:** Government Issued ID (Driver's License, Passport, State ID, Military ID) or NSCC Student ID. Photocopies and photos of IDs **are not acceptable** forms of identification.
- **Bring Authorized test aids ONLY:** Instructors notify the Testing Center which test aids are authorized.
  - Only test aids authorized by the instructor will be allowed into the testing labs. All other materials must be stored in a provided locker.
  - If a student is caught with unauthorized test aids during testing, the instructor will be notified with a Testing Center Incident Report.
  - **eBooks** – The use of eBooks on a personal device is prohibited.

## Important Reminders *Secure lockers are available in the Testing Center's front lobby as a service to students.*

- **No cell phones are allowed in the testing area** – Cell phones must be turned completely off and placed in a locker. **Cell phones may not be used as a calculator on any test.**
- **No watches, fitness trackers, tablets, pagers, or any type of electronic devices are allowed in the Testing Lab.** These items must be turned completely off and placed in a locker.
- **No food or drink is allowed in the Testing labs** unless allowed by ADA accommodations on file.
- **No hats, caps, scarves, or hoods** unless you have religious reasons or ADA accommodations on file.
- **Clothing with Hoods.** Specific test vendors do not allow **any** clothing with hoods to be worn while testing.
- **No heavy outerwear or coats of any type.** The testing labs are kept around 70 degrees, please dress accordingly.
- **Pockets** – Please be aware that you may be asked to empty all pockets and place items in a locker. This includes pockets in all items of clothing.
- **Some testing vendors have stricter rules than those listed above.** Please be aware of specific vendor requirements. Testing Center staff will enforce those rules if you are testing for one of those vendors in the Testing Center.

## Inside the Testing Lab

- **Quiet:** Please be quiet in the Testing Center as a courtesy to others testing. If you are disruptive, you may be asked to leave the Testing Center. Your instructor and Campus Security will be notified.
- **Assigned Seating:** Testing Center staff assign all student seating. Students are not allowed to change seats.
- **After starting a test:** Students are not allowed to leave the testing lab during a test unless approved by a proctor.
- **Emergency:** If you need to leave the testing lab during a test for an emergency, notify a proctor before leaving.
- **Computer use: All computers are for testing use only.** Students are not allowed to use the computers to visit other websites or check email during or after a test.
- **Leaving the Building:** Once testing has begun, you should not leave the building for any reason. Leaving may invalidate your test even if breaks are approved.

**All students are expected to abide by Nashville State Community College [Student Conduct Policies](#) and these Testing Center Guidelines while in the Testing Center. A student's instructor and/or Campus Security may be notified of violations. An Incident Report will be placed on file. The impact on the student's grade/score will be made by the instructor after review of the incident.**