

I. Introduction

The purpose of this document is to communicate, the procedures for scheduling, administering, and taking tests in the Arkansas State University Three Rivers Testing Center and to make certain that all parties know and understand the expectations of themselves and others. These guidelines are intended to ensure that the highest level of test standards are observed. We further pledge that uniform administration, fairness, minimal distraction, and exam security shall prevail.

II. Academic Placement

Arkansas state law requires all students wishing to enroll in college-level mathematics and/or English courses to be tested for placement purposes. Students who fail to meet required scores must successfully complete development education courses prior to enrolling in college-level courses.

In compliance with Act 1052, the College will administer and utilize the Next Generation Accuplacer, which measures academic preparedness in reading, writing, and mathematics. Accuplacer, COMPASS, ACT or SAT scores less than five years old will also be accepted. The student is responsible for providing official documentation of assessment scores.

Placement Scores are as follows:

ACT Math	0-18	Foundations of Math I
Accuplacer Elementary Algebra	0-79	
Next-Gen Accuplacer (QAS)	0-248	
ACT Math	19-20	Foundations of Math II, Quantitative Literacy OR College Algebra w/ Supplement
Accuplacer Elementary Algebra	80-99	
Next-Gen Accuplacer (QAS)	249-263	
ACT Math	21+	College Algebra
Accuplacer Elementary Algebra	100+	
Next-Gen Accuplacer (QAS)	264+	
ACT English	0-15	Basic Writing
Accuplacer Sentence Skills	0-72	
Next-Gen Accuplacer Writing	0-244	
ACT English	16-18	Basic Writing OR Comp I w/ Comp Lab
Accuplacer Sentence Skills	73-82	
Next-Gen Accuplacer Writing	245-255	
ACT English	19+	Composition I
Accuplacer Sentence Skills	83+	
Next-Gen Accuplacer Writing	256+	
ACT Reading	14-19	Academic Reading
Accuplacer Reading	53-77	
Next-Gen Accuplacer Reading	226-255	

III. Important Information Regarding Your Exam

For the Accuplacer

- Students who wish to take the Accuplacer should contact the Office of Student Affairs to inquire about walk-in dates for testing.
- The Accuplacer is \$10 **per test session**, regardless of how many sections of the test a student completes.
- Students should have their Social Security Number when they arrive for testing.
- If a student needs a test voucher for testing at another facility, the request should be made to the Testing Coordinator 3-5 business days prior to the planned test date.
- A student may retest on one or more sections of the Accuplacer after a minimum of 14 calendar days in order to allow time for the student to study before attempting the exam again. **The Testing Coordinator may make an exception to this where special circumstances exist.**
- Failure to arrive and have the test fee paid prior to the scheduled exam start time will prevent the student from testing. **There will be no late entry.**
- The individual sections of the Accuplacer are not timed, however, students have a time limit of 3 hours to complete the test. Most students typically complete the test within 90 minutes.

For CLEP Tests (Excluding FIT)

- Students who wish to take a CLEP test should speak with the Testing Coordinator **prior to** scheduling the test with CLEP.
- Appointments for CLEP testing should be finalized with the Testing Coordinator **and** CLEP no later than 5 business days before the appointment date.
- There is a \$50 fee for currently enrolled students to take a CLEP test in the Testing Center. For those who are not currently enrolled, there is a \$77 fee which **must be paid** prior to sitting for the test.

For FIT Credit by Examination

- Students wishing to gain Credit by Examination for DATA 1123 Fundamentals of Information Technology, should schedule an appointment with the Testing Coordinator.
- There is a \$50 fee for this exam, which **must be paid** prior to sitting for the exam.
- The exam is graded by hand by current Business faculty members. Due to this, results may be delayed during peak times, such as registration, midterms, and finals. Typically, results are available within one business week.

For Proctored Testing

- Proctored testing is done by appointment only.
- For ASUTR students, there is no fee to have a test proctored.
- For non-ASUTR students, there is a \$25 fee which must be paid prior to testing.

IV. Responsibilities of the Testing Center

The testing center shall furnish secure facility and trained personnel for administering tests during regular hours of operation by appointment **ONLY**. The Testing Center shall provide a secure environment for testing, monitoring of all testing, and secure storage of tests.

Testing Center personnel are trained to troubleshoot most issues that can arise during computerized exams. In the event of extraordinary circumstances that cause the Center to close unexpectedly, the Testing Center staff will contact whomever necessary to ensure exams are completed with minimal inconvenience to the examinee.

The Testing Coordinator shall ensure all certifications for test proctoring remain valid.

For Proctored Exams/ Credit by Examination/ CLEP and Classroom Tests

The Testing Center personnel shall report to the faculty any irregularities in the administration of their tests. Such irregularities include, but are not limited to: suspicion of dishonesty, use of unauthorized aids, or inappropriate behavior. The Testing Center shall return examinations to faculty in the manner selected on the Test Center Request Form.

The guidelines used are the directions provided by the faculty when they request proctoring of an exam. No study aids are permitted in the Testing Center, except those expressly permitted on the **Testing Center Request Form** by the instructor. Testing Center staff are permitted to answer questions regarding the structure or conditions of an exam, however, are not permitted to answer questions regarding the content of an exam.

CLEP Exams are scheduled and fees paid with CLEP prior to the appointment date.

For Pearson Vue Exams

The Testing Center has two Pearson Vue Certified Test Administrators. The Testing Center shall ensure one or both is available when Pearson Vue tests are scheduled. The Testing Coordinator will ensure all proctor certifications remain valid.

Proctors for these exams are bound by Pearson Vue's guidelines for test administration, as well as requirements to remain certified, and test admission requirements vary depending on the exam. Each exam's sponsor is responsible for content of the exam, while proctors are responsible for delivery of the exam.

All appointments are scheduled with Pearson Vue, and all fees are to be paid with Pearson Vue when the appointment is made.

For the Accuplacer Exam

The Testing Center has two Accuplacer Certified Test Proctors. The Testing Center will have one or both available when Accuplacer exams are scheduled.

The Testing Coordinator will ensure all proctor certifications remain valid.

V. Responsibilities of the Faculty

In order to provide the most efficient and consistent testing services to the students, the faculty needs to be specific as to the instructions and conditions under which examinations are to be administered. For this purpose, the Testing Center has designed the **Testing Center Request Form**. This form is available in the Testing Center, Student Affairs, on the Intranet and Blackboard. Copies may be sent to the faculty or departments by e-mail/ by contacting the Testing Coordinator. It is important that all applicable items be completed and that a separate request be filed for each exam (note that one such form will suffice for several students taking the same test).

Since testing is by appointment, **students** are expected to contact the Testing Center prior to the date on which they are to test, to set up an appointment for a **specific date and time**. ***Faculty may schedule this appointment for a student if they wish, but should be explicit about the fact that they are doing so.*** Testing space is limited, please make appointments as early as possible.

Prior to the appointment date/time, faculty must bring test(s) to the Testing Coordinator. Faculty may opt to e-mail the exam, but in this case, they should be certain that a Test Center Request Form is attached with complete instructions.

In the event a member of the faculty needs to request a proctor for a classroom test, the **Testing Center Request Form** should be completed and arrangements made with the Testing Coordinator at least two weeks prior to the exam date. Only under the most extreme of circumstances will the Testing Coordinator proctor all of a faculty member's exams. (Ongoing medical appointments, extraordinary family situations, etc.)

VI. Responsibilities of the Student

All Students

Students, too, have certain responsibilities in conjunction with use of Arkansas State University Three Rivers' testing facilities. Adherence to those responsibilities ensures uniform test administration, which is in everyone's best interest. **The Test Proctor/Coordinator reserves the right to dismiss any student who is disruptive during testing.** Please refer to Student Code of Conduct in the Student Handbook for more information.

Students agree to:

- Make arrangements with the faculty to take the test at the Testing Center.
- Make an examination appointment at the Testing Center at least one week in advance.

- Contact the Testing Center as early as possible to cancel an appointment if circumstances prevent the student from keeping the appointment. **Repeated failure to do so may jeopardize future use of the Testing Center facilities.**
- In the event of repeated cancellations, the Testing Coordinator may involve the Director of Student Success to check in with the student.
- Clear any changes in appointment time, date, or conditions with their instructor if such changes are needed. This should be done prior to rescheduling with the Testing Center.
- Remind their instructor of the test appointment within a reasonable amount of time prior to the test date.
- **Plan to arrive at least 15 minutes early!** Failure to arrive when scheduled frequently impacts students who are scheduled for later times and sometimes limits the time available to complete the examination. **Because of limited seating, 15 minutes after the appointment time, it will be assumed that the student is a "no show" and the seat may be given away, and your test rescheduled.**
- **For students taking the Accuplacer-** Failure to arrive and have the test fee paid prior to the scheduled exam start time will prevent the student from testing. **There will be no late entry.**
- Take bathroom breaks before entering the test room, whenever possible. Bathroom breaks taken during a timed exam are part of the total test time; therefore, the student will have less actual time for the exam.
- Take only those items to the desk which are authorized by the instructor. A cabinet is provided for backpacks, briefcases, etc.
- Make appropriate arrangements for child care, etc. prior to entering the Testing facility. Babies, children of any age, parents, spouses, friends, and helpers are not allowed in the Test room. The only exceptions to this rule are those persons approved to provide appropriate accommodations.

Students with Disabilities

Please note that the services provided to disabled students are done so under the mandates of the Americans With Disabilities Act (ADA) as well as Section 504 of the Rehabilitation Act of 1973.

Students have the responsibility to provide Arkansas State University Three Rivers with documentation of any disability. The College has a designated Disability Services/504 Coordinator as the repository of such documentation and that office will determine what constitutes reasonable accommodation based upon the documentation submitted **at least two weeks prior to the exam date**. Therefore, the following guidelines apply to those students designated to receive appropriate accommodations:

- When making an appointment for an exam at the Testing Center, additional time (at least 7 days in advance, 14 days for finals) will be needed for special accommodations. Make an appointment well in advance of anticipated tests.
- It is especially important to notify the Testing Center early for cancellations or changes if any of the above special accommodations have been requested.
- Students are only allowed the use of a calculator, notes, textbooks, or other aids that have been specifically authorized by instructors and Disability Services.
- Students with disabilities using the Testing Center are held to the same testing protocol as other students (see Responsibilities of the Students).

VII. Important Information

- All examinees must have one form of photo identification (Driver's License, State ID, Student ID, etc.) in order to take an exam.
- Prohibited items in the Testing Center include: cell phones, laptops, smart watches, etc. If brought to the Testing Center, the item(s) must be left in the care of the proctor administering the exam.
- Fees must be paid in the Business Office prior to testing. There are no refunds for testing fees.
- **The Test Proctor/ Coordinator reserves the right to dismiss any student who is disruptive during testing.**

VIII. Grievance

The Testing Coordinator encourages anyone who has a complaint with these policies or the services to discuss it with them. Conflicts which cannot be resolved internally shall be referred to the Director of Student Success who reports to the Vice Chancellor for Student Affairs.