

Academic Success Center Testing Information and Guidelines

To schedule testing, contact:

Star Baughman lbaughman@wpcc.edu ☎ Ext. 3160 or the front desk ☎ Ext. 3115

Make-Up Tests & Re-Tests

- A completed **Testing Cover Sheet** must accompany all make-up test and re-test requests.
- If a student has multiple exams to complete, the **oldest exam will be administered first** unless otherwise directed by the instructor.
- Completed exams will be held at the Testing Center for instructor pickup.
- Students receiving testing accommodations must use the appropriate form from **Accessibility Services**. Contact **Deanna Keller, 448-3154**.

Testing Hours & Policies

- Exams must begin **before 6:00 PM** to allow for the standard two-hour testing period.
- On Fridays, exams must begin **before 10:00 AM**.
- Exceptions may be made for **Final Exams** and **TEAS Testing**.
- The Testing Center is closed when classes are not in session, or the campus is closed, unless otherwise announced by the Library ASC Director.

Midterm & Final Exam Requests

Please provide the following information:

1. Exam administration date(s)
2. Course name, course ID, and section number
3. Number of students testing
4. Cell phone number
5. Exam format (Computer-Based or Paper-Based)
6. For Computer-Based Exams:
 - a. Password/access code
 - b. Access method (Moodle or third-party software)
7. For Paper-Based Exams:
 - a. Submit exam at least **3 business days prior** to testing
 - b. Include all testing instructions with the exam
8. Allowed materials (textbook/eBook, notes, calculator, StatCrunch, etc.)
9. Time allowed for testing
 - a. Standard testing time is **2 hours maximum** unless accommodations apply

Please submit testing requests as early as possible to ensure adequate staffing, space, and preparation.