

# Testing Center Guidelines

Student Services-Bedford County Campus

Phone:(814)-652-9528 ext.6201

Email:ldefibaugh@allegany.edu

18 North River Lane

Everett, PA 15537

The Testing Center offers placement assessments for prospective students, correspondence tests, and other tests arranged by students with their instructor's approval.

- **All students must schedule a testing appointment prior to the testing date and time. NO WALK IN'S WILL BE Accepted. Students can schedule tests in the student services office. They can email [ldefibaugh@allegany.edu](mailto:ldefibaugh@allegany.edu) to schedule or call 814-652-9528 ext.6201 to schedule as well.**
- **Students must have their instructor's approval to take the exam in the testing lab.**
- **No hoodies, purses, bookbags, etc. are allowed in the testing lab.**
- **Student must have photo ID or they may request that a faculty or staff member verify their identity.**
- **Cell phones, smart watches, and other personal electronic equipment must be turned off and left outside the testing center.** Students observed using a phone or other electronic device in the center will be asked to leave immediately. Their test will be collected and the instructor will be notified in writing. Flash drives are also to be left outside the center unless otherwise noted by instructor.
- Students who have been approved to receive testing accommodations under the Americans with Disabilities Act are requested to notify Testing Center personnel of their needs before arriving for the session.
- **All activities in the Testing Center are monitored by video surveillance system.** See the College's Policy Regarding Student Cheating in the Student Handbook for more information, section five: part V.

## Testing Lab Hours:

<b>Monday</b>	<b>9:00-3:30 p.m.</b>
<b>Tuesday</b>	<b>9:00-3:30 p.m.</b>
<b>Wednesday</b>	<b>9:00-3:30 p.m.</b>
<b>Thursday</b>	<b>9:00-3:30 p.m.</b>
<b>Friday</b>	<b>9:00-3:30 p.m.</b>