WOODBRIDGE CAMPUS
TESTING CENTER STUDENT HANDOUT

Hours of Operation – Room 436  (Tests will be administered during the following hours.)

Monday through Thursday  9:00 a.m. – 9:00 p.m, Last test given at 8:00 p.m.
No placement tests are given after 7:00 p.m.
ELI and all other exams will not be given after 8:00 p.m.
No tests are given after 8:00 p.m
All tests are collected at 8:45 p.m.

Friday  9:00 a.m. – 5:00 p.m., Last test given at 4:00 p.m.
No placement tests are given after 3:00 p.m.
ELI and all other exams will not be given after 4:00 p.m.
No tests are given after 4:00 p.m.
All tests are collected at 4:45 p.m.

Saturday  8:30 a.m. – 4:30 p.m., Last test given at 3:30 p.m.
No placement tests are given after 2:30 p.m.
ELI and all other exams will not be given after 3:30 a.m.
No tests are given after 3:30 p.m.
All tests are collected at 4:15 p.m.

Placement Test:  You must have your Student ID number with you in order to take a placement test.

Test Pass:  No E.L.I. exams will be given without a completed test pass.  If you do not have your pass filled out when you arrive at the proctor’s desk, you will be sent to the back of the line.

Make-Up/Hybrid Test:  If you are taking an exam left by an instructor, you must have a photo Id with you.  You must also know your instructor’s last name and the course number (e.g. HIS 121, PSY 201).

Picture ID:  You must have a picture ID (driver’s license, personal ID from DMV, military ID, passport, or a NVCC picture ID) with you when you come to the Testing Center.

Testing Materials:  All testing materials will be provided by the Testing Center.  This includes, pens, paper, and calculators.  All paper/notes used will be collected with the exam.

Scantron Forms:  It is not necessary to bring your own Scantron to the Testing Center to take an exam. Scantrons will be provided for you.

The Testing Center closes at 3:00pm on the last Friday of every month for a staff meeting.

Phone: (703) 878-5787

Revised: January 6, 2016
1. You must not bring any personal/unauthorized items into the testing room.
   - No outerwear. This includes overcoats, jackets of any type, zipped hoodies, heavy pullover hoodies, heavy sweaters, and so on.
   - No scarves of any kind except for religious or medical reasons.
   - No hats, hairbands wider than ¼ inch, or head coverings except for religious or medical reasons.
   - No jewelry that is wider than ¼ inch.
   - No cell phones or pagers.
   - No purses, wallets, or watches.
   - No hand held computers, PDAs, or other electronic devices.
   - No briefcases, backpacks, or bags.
   - No notes, notebooks, study guides, calculators, dictionaries, pens, or pencils. All testing supplies will be provided by the testing Center.
   - No water bottles, contact lens solution, or lip balm.
   - No food, drinks, or tobacco products.
   - No weapons of any kind.

   Testing Center staff will have final discretion as to what is or is not allowed into the testing room.

2. Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewelry items must be stored in your locker.

3. Permitted items include layered indoor clothing, religious apparel, and comfort aids (unwrapped medicine, medical devices, mobility aides).

4. You will be asked to turn your pockets inside out and pat yourself down prior to entry into the test room to confirm that you have no prohibited items. All comfort aids will be visually inspected.

5. Repeated or lengthy departures from the test room for unscheduled breaks will be reported.

6. If you need access to stored items during testing, such as medicine, you must inform the staff before you retrieve the item. You are not allowed to access any prohibited items.

7. You must conduct yourself in a civil manner at all times when on the premises of the Testing Center. Exhibiting abusive behavior towards the Testing Center staff may result in removal from the Testing Center by Campus Police.

8. In accordance with FERPA law and to protect the privacy of all testers, the staff can neither confirm nor deny if any particular individual is present or scheduled at the Test Center. Staff will not take messages for students who are testing.

9. Persons not taking a test (family members, friends, children) are not allowed in the Testing Center.