



Greenville Technical College Academic Testing Center Manual

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INTRODUCTION

As a member of the National College Testing Association (NCTA), the Academic Testing Center (ATC) at Greenville Technical College (GTC) provides a full range of test and examination services for GTC students and students from other institutions. In addition, the ATC provides professional testing services for community and business partners. ATC's mission is to provide a professional test environment when administering comprehensive exams, national exams, and proctoring services for students, faculty, staff, community, and business partners.

ACADEMIC TESTING CENTER GOALS

The ATC will:

- provide test services to Greenville Technical College students per ATC guidelines.
- provide a comprehensive range of test and examination services.
- provide test services for community and business partners.
- administer all tests with professional responsibility.
- ensure security of test materials and resources.
- coordinate test registration and administration.
- distribute secure results as required.
- maintain test records and facility usage data.

CONTACT INFORMATION

E-mail: AcademicTestingCenter@gvltec.edu
Phone: (864) 250-8020
Fax: (864) 250-8849
Mailing Address: Greenville Technical College Academic Testing Center
PO Box 5616 Mail Stop #1121
Greenville, SC 29606-5616

ATC Staff Members:

Muriel Anderson	ATC Coordinator	(864) 250-8323	Muriel.Anderson@gvltec.edu
Whitney Powell	ATC Lead Proctor	(864) 250-8020	Whitney.Powell@gvltec.edu
Blake Parsons	Test Proctor	(864) 250-8020	Blake.Parsons@gvltec.edu
Kendrick Young	Test Proctor	(864) 250-8020	Kendrick.Young@gvltec.edu

PHYSICAL LOCATION

Greenville Technical College Academic Testing Center
506 South Pleasantburg Drive - Dental Building (Bldg. 112) - Room 350
Greenville, SC 29607

Directions: From South Pleasantburg Drive (Hwy. 291), turn into the main entrance of the Barton Campus ([see campus map](#)). Follow the traffic circle (in front of Bldg.102) to the left. Turn left on Winterberry Court. Pass Skyview Drive. Turn left at the next driveway. Follow signs to the Academic Testing Center.

ACADEMIC TESTING CENTER SCHEDULE

GTC Students:

Monday-Thursday from 9 a.m. to 8 p.m. (New tests may not begin after 7 p.m.)
Friday from 8:30 a.m. to 1 p.m. (New tests may not begin after 12 p.m.)

Non-GTC Students:

Monday-Thursday from 9 a.m. to 6 p.m. (New tests may not begin after 5 p.m.)
Friday from 8:30 a.m. to 10:30 a.m. (New tests may not begin after 9:30 a.m.)

NOTE: Non-GTC students must call or email the ATC to schedule an appointment at least twenty-four hours prior to testing.

Early testing is not permitted without special arrangements between the instructor and the ATC Coordinator. New test administration closes one hour before the scheduled ATC closing.

ACADEMIC TESTING CENTER TESTING CENTER POLICIES

The ATC adheres to strict standards that address the responsibilities and behaviors of students and personnel in the testing center. Visit [NCTA Testing](#) for details.

Individuals testing in the ATC **must** present current, authentic identification at the time of testing. The ID must include a photo (i.e. driver's license, passport, GTC Student ID).

ATC personnel will refuse admission for:

- failing to provide required identification
- presenting identification that appears to be falsified or tampered with
- presenting identification with a photograph that does not resemble the candidate
- providing a signature that does not match the signature on the ID document

In the ATC, candidates may only use materials approved by the instructor in writing. Personal items are not allowed. Prohibited items include, but are not limited, the following:

- | | |
|--------------------|-----------------------------------|
| ▪ Cell phones * | ▪ Mp3 players |
| ▪ Scratch paper* * | ▪ E-Readers |
| ▪ Purses | ▪ Cameras |
| ▪ Book bags | ▪ Tablets |
| ▪ SMART watches | ▪ Personal data assistants (PDAs) |
| ▪ Flash drives | ▪ Books |

* Cell phones are not permitted in the examination room. With prior written permission, exceptions may be made for on-call law enforcement and health care professionals.

**Students are not permitted to bring their own scratch paper. The ATC staff will provide scratch paper, pencils, and basic calculators as approved by instructor.

Upon request, a free secure locker can be provided to store personal items during testing.

Children are not allowed in the ATC under any circumstances. Additionally, no guests, visitors, or pets (other than documented service animals) are allowed in the testing center.

STUDENTS WITH DISABILITIES

Students needing testing accommodations, such as oral test administration or extended test time, should contact GTC's Office of Student Disabilities Services, located in Room 115 of the Student Center (Bldg. 105) on the Barton Campus.

SECURE TEST SITE

ATC proctors are responsible for directions, distribution, intake, compliance, and security of all tests and exams. Before handling testing materials or administering exams, ATC personnel are well-trained and required to sign a confidentiality agreement.

Also, the ATC is equipped with camera surveillance with TV monitoring, and proctors monitor test-takers from a secure, raised booth.

Test security is maintained by protecting all testing materials from loss, unauthorized access, and reproduction. ATC personnel may not:

- photocopy or reproduce test content, usernames, or passwords for unauthorized use.
- sell or disclose the test content, usernames, or passwords to any person or organization (public or private).
- provide "practice materials" or expose students to test content, usernames, or passwords.

All testing materials are stored in a secure location that is only accessible by ATC personnel. The testing center personnel will copy and distribute testing materials on an "as needed" basis. Testing materials, usernames, and passwords must be distributed and returned using procedures that prevent exposure of test content, candidate's personal information, and/or candidate's results.

All testing materials must be returned to the ATC staff immediately after test completion. ATC personnel do not retain master copies of tests or copies of exam packets.

All tests and written certification tests will be administered and answered in English - no translation is permitted. In addition, candidates are not allowed to use reference materials (i.e. dictionaries, textbooks, etc.) unless specifically directed in writing by instructor.

Approved testing materials and supplies will be provided by ATC personnel.

Candidates must complete the test or exam in one uninterrupted session. Candidates may complete tests or exams only on the dates and times established by the instructor or community/business partner. Candidates who wish to take an online exam in a written format or who would like to take a written exam orally must notify their instructor or community/business partner to schedule an appointment.

ACADEMIC MISCONDUCT

If a candidate is caught cheating, testing will end immediately, and the incident will be reported to the instructor or community/business partner. The candidate will not be able to re-test without permission from the instructor or community/business partner. Test fees will not be refunded.

DISTURBANCE POLICY

Candidates causing disturbances or engaging in any kind of misconduct will be dismissed from the testing center and reported for disciplinary measures.

RESTROOM BREAKS

Candidates must get permission from ATC personnel to use the restroom during testing. All test materials will be collected from the candidate. No additional test time will be granted.

BLACKBOARD LEARNING MANAGEMENT SYSTEM

GTC's learning management system is Blackboard. ATC personnel administer tests and exams in Blackboard's secure, password-protected environment. Access information is not shared with students or unauthorized personnel.

STUDENTS LIVING 50 MILES FROM GTC - ALTERNATE SITE TESTING

GTC students taking online classes and living at least fifty miles from the Barton Campus may test at another approved institution or military facility (students serving in the armed forces). The NCTA Consortium of College Test Centers provides a [list](#) of test sites in the United States.

Before testing at another location, each student must have a proctor and test site approved by GTC's ATC Coordinator. Both the student and the proctor must complete and sign the online [Proctor's Request Application](#) which includes a Testing Agreement.

Proctors are in a position of trust, and only those persons with documented qualifications will be approved. Proctors may not be friends, relatives, employers, or fellow students. Applications that lack required documentation or do not meet the required qualifications will not be approved, and the student will be notified. No exams will be transmitted until an approved proctor application is on file.

The student and proctor must also find an appropriate testing site. Friends, relatives, employers or a student MAY NOT be a proctor. Unless approved due to mobility limitations or special needs, exams may not be administered in a home.

Once the proctor and testing site are both approved, the student will receive a confirmation email. From this point, both the approved proctor and site may be used for all GTC tests.

Off-site Proctored Examination Rules:

1. The exam must remain in the possession of the proctor until test time, including passwords or online tests.
2. The proctor must be present at all times while the exam is being administered.
3. No assistance may be provided. All exams are “closed book” unless otherwise noted.
4. Once started, the exam must be completed. If the student leaves before completing the exam, it must be taken and mailed or emailed.
5. The exam may not be copied by a student under any circumstance.

Proctors must return completed exams only to:

Attn: Academic Testing Center
Greenville Technical College
PO Box 5616 Mail Stop #1121
Greenville, SC 29606-5616

Email: AcademicTestingCenter@gvltec.edu
Phone: (864) 250-8020
Fax: (864) 250-8849

EXTERNAL PROCTORING SERVICES FOR NON-GTC STUDENTS

For a fee of \$10 per test, the ATC offers written and computer-based proctoring services to individuals from other institutions, businesses, and community organizations. These services are provided by appointment only.

The ATC does not accept payments or exchange money. Prior to testing, all fees must be paid at the GTC Business Office located in the [Admission and Registration Center](#) at McAlister Square, 225 South Pleasantburg Drive, Greenville SC 29607. The candidate will receive a receipt to present to the ATC staff.

Registration fee payment for specialized testing must be confirmed before a test can be scheduled.

Instructions for making payment and form are found at on the [Academic Testing Center](#) webpage. It is the student's responsibility to pay these charges. Test times must be arranged by appointment to avoid scheduling conflicts. Other testing procedures will vary according to the individual test and the home institution's requirements.

Candidates must comply with the following policies and procedures:

- Schedule an appointment to test.
- Before traveling to the ATC, phone or email to confirm arrival of tests.
- Allow sufficient time for test completion. Testing must begin between 9 a.m. and 5 p.m. Please note that tests normally require at least two hours.
- The ATC does not proctor external tests during GTC's final exam schedule.
- Candidates arriving more than an hour late for an exam will not be permitted to test and will need to reschedule. Testing fees will not be refunded to late candidates.