

TESTING CENTERS at TCC



How can we serve you & your students?

- We can proctor your make up exams and online, online live or blended course exams at any of our four main campuses.
 - ✓ We monitor students using video camera recording and computer management software to control each testing station.
- We can proctor challenge (departmental) exams for your School.
- We can proctor for students needing accommodations approved by Accessibility Resources.
- We document violations of Academic Integrity and email to the instructor for outcome. We direct the student to you to decide what happens next.
- We do not proctor regular exams for on campus classes. However, if an emergency arises, please visit with one of our on-site Coordinators or the Director.
- We do not allow outside electronics of any kind (including laptops & cell phones).
- We allow students to test at any location convenient to them as your test information is shared securely through ProcessMaker with testing staff college wide.

How can you help us out?

- Please submit your exam requests as soon as possible so that we are ready for your students. You will use our electronic test submission process in ProcessMaker to submit your exams.
- Please review our policies & procedures so that you can inform your students. They must present with a photo I.D. and adhere to our policies while in the Testing Center.

How can we help with Certification/Licensure/Assessment testing?

- If your program includes particular certifications (such as Adobe certifications) or entrance exams (such as TEAS), please visit with us and see if we can assist your students. We currently have contracts with these various testing companies:



TCC Testing Center Policies

I. The Tulsa Community College Testing Centers agree to:

- a. Maintain a safe, secure and confidential testing environment where student information remains protected, in accordance with FERPA.
- b. Administer all tests, policies, and procedures in a fair, impartial, and equitable manner.
- c. Proctor all exams in a way that minimizes acts of dishonesty and distraction and supports the right of individuals to test in a quiet & safe environment.

II. By utilizing testing services, students and community clients agree to:

- a. Arrive on time for scheduled exams. Arriving more than 10 minutes after appointment time may result in the loss of a reservation.
- b. Bring the following items:
 - Photo identification (driver's license, state or federal identification card, passport, or student ID);
 - TCC ID number and required payment (if applicable);
 - Any materials necessary for your test as authorized by the instructor or testing company.
- c. Personal items prohibited, include, but are not limited to:
 - Hats, coats, watches, backpacks, purses, wallets, snacks, water bottles, sunglasses, fitness trackers, all electronic devices.

If any of these items are brought in, you will be required to place them in a secure locker inside the Testing Center.

- d. Take care of restroom or other needs prior to beginning a test. Be sure to thoroughly wash your hands with soap and water. No breaks allowed during an exam (except for Accuplacer testing or as approved AR accommodations); once the exam is submitted, the exam may not be returned to the student.
- e. Allow video and audio recording of testing sessions. TCC uses camera surveillance, computer desktop monitoring and live staff proctoring.
- f. Find appropriate accommodations for parents, spouses, friends and children. Outside parties will not be allowed in the testing area and children should not be left unattended at the college.
- g. Refrain from distracting behaviors such as chewing gum, tapping fingers or feet, reading aloud, humming.
- h. Refrain from navigating to any websites not allowed or accessing any material not specifically stated as allowed.
- i. Return test items to staff upon completion of test and refrain from taking digital images of test items (to include scratch paper).

III. TCC Students Requiring Special Testing Accommodations shall:

- a. Contact Accessibility Resources (AR) prior to the test to identify appropriate accommodations as needed. Testing staff members do not implement special accommodations without the approval of the AR office.

IV. Acts of Academic Dishonesty (cheating, violating policies):

- a. Students/Community members caught participating in academic dishonesty or violating the Testing Center policies outlined above will have their test terminated and will be asked to leave the Testing Center. Their information will be forwarded to the referring instructor, testing company, and/or a Campus Dean.

V. Disruptive Behavior:

- a. If a student/community member is disruptive to the testing environment, as determined by staff, and fails to follow the direction of Testing Center staff, Campus Police may be contacted to remove the person from the Testing Center; if the person is a TCC student, a student code of conduct violation will be reported. Testing Center staff will end the testing session at the point of the disruption and the instructor or appropriate testing company will be notified.

VI. Lost Personal Items:

- a. If a personal item is left behind, Testing Center staff will hold the item until the end of the day then will provide the item to Campus Police. If the item is food (for example, a water bottle), Testing Center staff will dispose of the item.

VII. Emergency Situations:

- a. Students with emergency situations should provide their outside contact with the number to Campus Police, 918.595.8888. Campus Police will contact the testing proctor, who will then notify the student of the emergency situation.





Tulsa Community College Testing Center Information

FOR ACADEMIC TESTING

(MAKEUP, ONLINE,
ONLINE LIVE OR
BLENDED COURSE
EXAMS)

AND
ACCUPLACER
(PLACEMENT
TESTING):

Students may
select the most
convenient
campus to take
their test.

Hours at Testing
Centers vary by
time of the year
and location.
Check the
website for
current hours.

Visit our website at

[www.tulsacc.edu/
testing-services](http://www.tulsacc.edu/testing-services)

Services Provided at All Campuses:

- Challenge/Departmental Exams—for college credit; \$5 per credit hour
- ACCUPLACER—Proficiency/Placement testing provided on walk-in basis – must have received a referral
- Make-up Exams—for currently enrolled TCC students
- Online, Online Live or Blended Course Exams—for currently enrolled TCC students
- Testing with Accommodations—for individuals with disabilities; must be approved by Accessibility Resources
- Correspondence Exams—exams provided to individuals taking courses at other colleges or universities, the college or university must contact the Testing Center; fee may apply

Community Testing at the Metro Campus:

- High-Stakes Certifications, Licensures, registration required; cost varies
 - ⇒ PearsonVUE, Inc.
 - ⇒ NALA Certified Paralegal Exam
 - ⇒ Certiport (Microsoft Office, Quickbooks, Adobe products)
- GED (General Education Development), registration required at www.ged.com

Testing with accommodations for community testing must be approved by the Testing Company (not TCC).

Community Testing at the Northeast Campus:

- ACT Assessment, National and Residual ACT; registration and fee required
- TOEFL (Test of English as a Foreign Language); registration and fee required
- CLEP (College Level Exam Program); provided on walk-in basis, based on computer availability; must have a ticket from online registration at College Board website; proctor fee may apply
- High-Stakes Certifications, Licensures, registration required; cost varies
 - ⇒ Scantron Assessment Solutions (Castle)
 - ⇒ PSI Services
 - ⇒ Pearson VUE, Inc.
 - ⇒ National Center for Competency Testing
 - ⇒ CASLI (Interpreter ed certifications)
 - ⇒ Workkeys Assessment (ACT product)
 - ⇒ TPS Secretarial exam
 - ⇒ MSSC (manufacturing)
- GED (General Education Development), registration required at www.ged.com

Testing with accommodations for community testing must be approved by the Testing Company (not TCC).

Testing Center Locations & Contact Numbers:

Metro Campus	Room 1018	(918) 595-7010
Northeast Campus	Room AB101	(918) 595-7534
Southeast Campus	Room 2214	(918) 595-7693
West Campus	Room IC-126	(918) 595-8096



Tulsa Community College

TESTING CENTER SERVICES

	Fees	Location	Days/Times Offered	Requirements
ACT Assessment (National)	\$52 (No Writing) \$68 (with Writing)	Northeast	Dates posted on ACT website	Photo ID & must pre-register at www.actstudent.org
ACT Assessment (Residual)	\$60.00	Northeast	Dates posted on TCC website	Photo ID, TCC CWID #, & MUST pre-register through NEC Testing Center
CLEP (College Level Examination Program)	\$89.00 (Online Fee) Plus \$25 Onsite fee for Non-TCC Student	Northeast	Walk-In	Photo ID & must pre-register at www.clep.collegeboard.org to obtain voucher; Bring test ticket to NEC Testing
ACCUPLACER (Proficiency/Placement Test)	\$0.00	Any Campus; Owasso site and Outreach Center	Walk-In	Photo ID and Referral Form from Advisement or Admissions Office
Challenge/Department Exams (for credit courses)	\$5 per credit hour	Any Campus	Walk-In	Photo ID and must be a current or former TCC student & not enrolled in course in which you are testing; the course must also be needed for your degree and currently in our catalog
Correspondence Exams (testing for another college/university)	\$0.00 (Current TCC Student) \$10.00 (Attended TCC in past 5 years) \$25.00 (Non-TCC Student)	Any Campus	Schedule with Testing Center	Photo ID; College or University <u>must</u> communicate directly to a Testing Center
Academic testing for TCC classes (online, online live, blended, and make-up testing)	\$0.00	Any Campus	Testing Center hours available on the TCC website	Photo ID
Academic testing with accommodations (AR)	\$0.00	Any Campus	Arrange with the instructor, AR staff or Testing staff	Photo ID & accommodations approved by Accessibility Resources staff; Contact the AR at 918-595-7115
GED (General Education Development)	\$34 per section/\$136 full exam	Northeast or Metro	Listed at www.ged.com	State/Government issued Photo ID; create account, register and pay at www.ged.com
High-Stakes Certification and Licensure Exams	Varies	Northeast for most; Pearson at Northeast or Metro; Certiport and NALA at Metro	MUST schedule with Testing Company	State/Government issued Photo ID; specific information may be obtained at www.tulsacc.edu/testing-services
TOEFL (Test of English as a Foreign Language)	\$40.00	Northeast	Dates posted on TCC website	State/Government issued Photo ID, TCC CWID #, & MUST register in-person at NEC Testing Center

Information about each test can be obtained by accessing the TCC website (www.tulsacc.edu/testing-services).

8th grade reading test is no longer given at TCC. Please refer to Oklahoma Driving School at 918-622-6500.

Metro Campus
909 S. Boston Ave.
Tulsa, OK 74119
918-595-7010/Room 1018
mctesting@tulsacc.edu

Northeast Campus
3727 E. Apache
Tulsa, OK 74115
918-595-7534/Room AB101
nectesting@tulsacc.edu

Southeast Campus
10300 E. 81 St.
Tulsa, OK 74133
918-595-7693/Room 2214
sectesting@tulsacc.edu

West Campus
7505 W. 41 Street
Tulsa, OK 74107
918-595-8096/Room IC-126
wctesting@tulsacc.edu