The Test Center

Location: 210 Crawford Building / 803-323-3290 / testcenter@winthrop.edu

Regular Semester Hours: Monday-Thursday: 8:30 a.m.-5:00 p.m. / Friday: 9:30 a.m.-1:30 p.m.

During Final Exams: 8:00 a.m.-6:45 p.m.; Available exam times are 8:00 a.m., 11:30 a.m., and 3:00 p.m.

Summer: Open by appointment only. For questions about Summer usage, contact Disability Services.

Test Center Guidelines: Student Responsibilities

1. Students must submit a completed Test Accommodation Request Form prior to each test to be taken in the Test Center. **Tests cannot be administered unless form is completed in its entirety.**

2. Tests must be scheduled at least three (3) days in advance in order to reserve a testing space and to allow staff to make arrangements to provide necessary testing accommodations. Space is limited.

3. Students are expected to schedule tests for the same day and at the same time that the test is given in class unless there is a special circumstance*. If a different test date is agreed upon by the student and professor, it must be reflected on the accommodation request form.

4. Arrive on time to complete test. **Tests will not be administered if student arrives more than 15 minutes late.** If student arrives up to 15 minutes late, that time will be deducted from the allotted test time. Professors will be notified of tardiness.

5. **Students must present Winthrop ID** prior to taking exam.

6. **If a student is unable to take a test as scheduled,** it is his/her responsibility to notify the Test Center and the professor immediately. Students using the Test Center still must follow faculty policies regarding illness and make-up exams.

7. Students will not be allowed to return to complete an unfinished test if they leave to go to class, work, or due to illness. The professor will be notified and arrangements must be made with the professor to complete the test. Test Center staff will not provide excuses for missing class in order to complete a test.

8. **NO hats, coats, purses, backpacks, cell phones, pagers, iPods, or other electronic devices are allowed in the Test Center cubicles.**

9. **NO food or drink allowed in the Test Center cubicles unless specified as a specific accommodation.**

10. **ALL instances of academic dishonesty will be reported to the appropriate personnel.**

*Special Circumstances*

If your class time begins at a time earlier or later than the regular Test Center hours, you are responsible for communicating this to your professor and arranging to take the test at a different time.

If the use of extended time for a test interferes with back-to-back classes, talk with your professor about beginning your test at a time that will not interfere with your classes.

If you attempted to schedule your test 3 days in advance, but the Test Center has no available space, the Test Center staff will contact your professor to find a reasonable testing option for you.

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