



FACULTY GUIDELINES

How Can We Help You?

- We test students on an individual basis when:
 - a student has missed a quiz, test, midterm or final
 - a student must test early
 - a student requires extra time to test (with ADA paperwork).
 - students are taking Web, hybrid, video, TNeCampus classes or credit by exams
 - a student needs to take a test for an “I” grade

Help Us Help You!

- Stop by the Testing Center, Student Services Building, Room 217, or email: testing.center@nscc.edu with any questions.
- Fill out your test procedures fully.
 - By checking items like *time to test* and *deadlines*, you better assist us in properly testing your students.
- If students know how long the test is, they can allow enough time to test.
- **If you do not indicate a testing aid on the Testing Procedure Form, the aid will not be given to the student!!!**
- When teaching online courses:
 - provide Test Procedures for each course, provide passwords and detailed proctoring instructions
- Check your “completed exam” pick up folder weekly for paper tests and/or scratch paper.
 - Test Purge:
 - Tests from previous semesters are purged after the next semester begins.
 - Spring semester purged during the Summer semester
 - Summer semester purged during the Fall Semester
 - Fall semester purged during the Spring Semester
- Time limits are the students’ responsibility.
 - If you want to enforce the testing time limit, please ascertain that you set the time limit in your web course.
 - The Testing Center tries to monitor the time when possible; however, due to the volume of different tests, only the time in and time out are recorded on the Test Procedure Form and in RegisterBlast.

Help Your Students!

- Include Testing Center Guidelines in your syllabus.
- Instruct students of our location in Student Services Building, Rm. 217 and our testing hours.
 - Testing hours for all Nashville State Community locations are listed at: www.nscc.edu/testing-center
- Explain any testing information or restrictions with students before they come to test.

Testing Center - Main Campus – Student Services Building Room 217

Website: www.nsc.edu/testing-center

Phone: 615-353-3565 or 615-353-3564 **Email:** testing.center@nsc.edu or TestingCenterStaff@nsc.edu

What Does the Testing Center Do?

The mission of the Nashville State Community College Testing Center is to support the instructional goals of the college by providing a multitude of testing services in a quiet, secure, proctored testing environment. The Nashville State Community College Testing Center maintains and adheres to all standards set forth by the National College Testing Association (NCTA) and is accredited by this organization.

More specifically, there are two main services we provide for NSCC faculty each term.

1. The Testing Center offers a monitored, proctored testing environment for students in your web courses, hybrid courses, video courses, or TNeCampus courses. In our testing labs, students check in and take your tests with minimal distractions; no access to unauthorized materials; and no collaboration with peers.
2. The Testing Center also administers tests for individual students for your on-ground classes. This is helpful in many situations when:
 - your student misses a scheduled exam
 - your student needs to finish work for an “Incomplete”
 - your student needs to take an exam early
 - your student requires extended time or other ADA testing accommodations

How Do You Use the Testing Center?

Getting started is easy: email us at testing.center@nsc.edu. Tell us who you are and what you are teaching. We will reply with the Testing Center directions you need to get started. This will help us administer your tests at the right time and in the right way.

IMPORTANT: If you are teaching an online or hybrid course and plan to use the Testing Center, please submit your class test information as soon as possible. We need to have all your submissions completed by the beginning of the term to ensure that we are ready for your students!

How Do Your Students Use the Testing Center?

For most tests on the main campus, your students will be able to make an appointment and/or walk in to the Testing Center depending on their needs. You will establish the availability, time limits, and other parameters for all your tests using the Testing Center. Your students may make an appointment at any campus by going to the Testing Center website (www.nsc.edu/testing-center) and following the directions there. **All campus hours and available appointment dates will vary.**

NOTE: It will be helpful for you (and for us) if you include the Testing Center website in your syllabus. In addition to appointment scheduling, the website contains links to student guidelines, hours of operation, and contact information for all Testing Center locations.

What about Satellite Campuses?

Your students may test at any NSCC campus. Each satellite campus, however, has its own open hours, and requires students to make their test appointments 2 days in advance. For scheduling or other testing questions, you and your students may contact each Testing Center location via email or phone.

Nashville (Main Campus)	615-353-3565 testing.center@nsc.edu
Clarksville:	931-472-3455 clarksvilletestingcenter@nsc.edu
Dickson:	615-740-5998 dicksontestingcenter@nsc.edu
Humphreys County:	931-296-1739,ext.323 humphreyscountyttestingcenter@nsc.edu
Southeast:	615-916-5854 SoutheastTestingCenter@nsc.edu

We look forward to working with you and your students!

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