Germanna Community College Testing Services
Testing Center Procedures

Germanna Community College Testing Centers provide a range of testing and proctoring services. Testing Centers at the Fredericksburg Area and Locust Grove campuses are open Monday through Saturday during designated hours of operation. The Testing Center at the Daniel Technology Center is open on the 2nd and 4th Thursdays. Actual hours of operation vary by campus location and can vary each month for holidays and special closings. Please check Testing Services’ webpage for current hours of operation.

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<tr>
<th>IDENTIFICATION REQUIREMENTS FOR ACADEMIC AND PLACEMENT TESTING:</th>
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<td>• The following documents are allowed for identification:</td>
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<tr>
<td>o U.S. DMV Photo IDs: Identification card, Learner’s permit, Driver’s license</td>
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<td>o U.S. Passport with photo</td>
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<td>o Non-US students with a Foreign Passport must provide documentation in English</td>
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<td>o Military ID with photo</td>
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<tr>
<td>o Germanna Community College student photo ID with a current semester sticker</td>
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<td>• Expired documents cannot be accepted. All documents MUST be current and contain both a photograph and a signature.</td>
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What To Bring To The Testing Center:
1. A valid photo ID
2. Your student ID number
3. Your course name, course number, name of quiz/test/exam, and name of instructor

Testing Center Room Restrictions:
1. Children, visitors, parents and friends are not allowed in testing rooms.
2. All belongings MUST be placed in the area designated by the proctor.
   a. Food and drink (including bottled water) are not allowed in the Testing Center.
   b. All outer garments (coats, jackets, etc.) and weather apparel (hats, sunglasses, scarves, etc.) must be removed and placed in the area designated by the proctor; however, provisions can be made for specific religious/cultural apparel.
   c. You may not use e-Books or any electronic devices (including calculators, watches, eyeglasses and fitness wrist bands) that can access the Internet. Cell phones must be powered OFF and are not allowed at your desk.
3. Student MUST only use scratch paper, pencils, pens, erasers and Scantrons provided by the Testing Center. All testing materials, scratch paper, pencils, pens, erasers and Testing Services Exam Pass will be collected along with the exam.
4. Other permitted instruments MUST be listed on the instructor’s Test Coversheet. Please note that Testing Center staff clears the memory on the student’s personal calculator.
5. You MAY NOT leave the room during your testing session.
6. Monitoring software will be used to view your desktop while you are taking a test. A snapshot can be taken of your monitor screen for incident reporting.
7. It is strongly recommended that you lock all of your belongings in your vehicle prior to testing.

Important Reminders:
• Students MUST abide by Germanna Community College Testing Services’ policies and procedures when testing.
• Allow yourself sufficient time for testing and for us to serve you.
• ESL Placement Tests MUST be started at least 2 HOURS prior to closing.
• Virginia Placement Tests for English and Math MUST be started at least 3 HOURS prior to closing.
• All academic testing MUST be started at least 1 HOUR prior to closing.
• Most tests are administered on a walk-in basis; however, please check Testing Services’ webpage to ensure your quiz/test/exam does not require an appointment.
• All students taking a Collaborative exam for a NOVA ELI course MUST present a test pass printed from Blackboard.
• On rare occasions, power outages, server outages and/or inclement weather unexpectedly cause Testing Services to close without warning. Plan to take your test well in advance before the deadline.
• Please feel free to contact the Testing Centers via email: FACTesting@germanna.edu (Fredericksburg Area Campus); LGCTesting@germanna.edu (Locus Grove Campus); or DTCTesting@germanna.edu (Daniel Technology Center).

For complete information visit: Germanna Testing Services webpage