

Germanna Community College

Testing Center Student Handout

Regular Hours of Operation (check the web site regularly for any changes in [hours of operation](#))

Fredericksburg Area Campus

FAC2 Room 112B; 540-891-3083; proctor@germanna.edu (Placement given on a walk-in basis see [placement test web page](#))

Monday through Thursday 8:00 a.m. – 7:45 p.m.

Friday 8:00 a.m. – 4:45 p.m.

Saturday 9:00 a.m. – 3:45 p.m.

Sunday CLOSED

Placement tests (English and ESL) must be started 2 hours prior to closing.

Math Placement test must be started 3 hours prior to closing.

Please allow at least 3 hours for math placement test.

Only Calculator used for VPT math is available in the test software.

GCC Distance Learning and all other exams must be started 60 minutes prior to closing.

Locust Grove Campus

(Room 207F; 540-423-9147; lgctesting@germanna.edu (Placement given on a walk-in basis see [placement test web page](#))

Monday through Thursday 8:00 a.m. – 7:45 p.m.

Friday 8:00 a.m. – 2:45 p.m.

Saturday 9:00 a.m. – 1:45 p.m.

Sunday CLOSED

Placement tests (English and ESL) must be started 2 hours prior to closing.

Math Placement test must be started 3 hours prior to closing.

Please allow at least 3 hours for math placement test.

***Only Calculator used for VPT math is available in the test software. ***

GCC Distance Learning and all other exams must be started 60 minutes prior to closing.

Picture ID:

In order to take any test you must present a current, valid picture ID (U.S. driver's license, U.S. Photo ID from DMV, military ID, passport, or GCC Student ID) For Dual Enrollment Students **only** we will accept a current student picture ID from your high school. If it is outdated they will not be able to test.

Faculty Referred Make-up Tests:

If you are taking a make-up test for an instructor whose class you missed, you need to provide your instructor's name and the course name and number if possible section number of the class you are testing for.

PLEASE NOTE: Faculty makeup exams will not be administered at Testing Services once the final exam week begins.

Other Information:

The Testing Center provides scratch paper. No other paper may be used unless it is provided by your instructor. All testing materials and scratch will be collected along with the exam. You may not use E-books or **any** devices (calculators included) that can access the Internet. Cell phones are to be turned off and placed in the available lockers along with your personal items before taking a test.

Children are not permitted in the testing area; please make other arrangements before coming to test.

Testing Center's website: www.germanna.edu/testing_services.asp