

Testing Services Center

Hours of Operations



Testing Services Center

Fredericksburg Area Campus FAC2 Room 112B

Contact Information:
(540) 891-3083 - proctor@germanna.edu

Monday - Thursday 8:00 am - 7:45 pm
Friday 8:00 am - 4:45 pm
Saturday 9:00 am - 3:45 pm

Locust Grove Area Campus Room 207F

Contact Information:
(540) 423-9147 - lgctesting@germanna.edu

Monday - Thursday 8:00 am - 7:45 pm
Friday 8:00 am - 2:45 pm
Saturday 9:00 am - 1:45 pm

Academic exams must be started 60 minutes prior to Testing Services closing time.

Placement Test (English, Math, ESL) must be started at least two hours prior to closing.

Hours are subject to change for holidays, between semesters, and special situations. For up to date information visit our website at: www.germanna.edu/testing_services

For weather related closings: www.germanna.edu/pres_office/weather.asp



Fredericksburg Area Campus

10000 Germanna Point Drive, Fredericksburg, VA 22408
540-891-3000



Locust Grove Campus

2130 Germanna Highway, Locust Grove, VA 22508
540-423-9030



Daniel Technology Center

18121 Technology Drive, Culpeper, VA 22701
540-937-2900



Stafford County Center

2761 Jefferson Davis Hwy, Suite 107, Stafford, VA 22701
540-288-8830



Germannanna Community College (GCC) Testing Services Center provides a wide range of testing and proctoring services.

Testing Services Provided

- Distance Learning Exams
- Campus Based Makeup Exams
- Compass Placement Testing
- Computer Competency Testing
- HESI & TEAS Testing
- Career Readiness Testing
- Certiport Testing
- PearsonVUE Testing

Germannanna Community College provides proctoring services for students participating in classes at other VCCS institutions.

Proctoring procedures and the Proctor Request Form can be found at: www.germanna.edu/testing_services/correspondencetesting.asp



Testing Services Center



Student Guidelines

- A valid photo ID is required to test.
- Academic testing must be started at least 60 minutes before closing and placement must be started at least two hours before closing.
- Students must know their student ID number, the name of their professor, the test name or number, and the course name and number.
- Children and non-testing visitors are not permitted in the testing center. Please make other arrangements before coming to test.
- Books, calculators, notes or other aids are not permitted in the testing area unless noted by the professor on the Coversheet.

Valid Forms of Identification

- U.S. Drivers License or U.S. DMV Photo ID
- GCC Student ID Card with Current sticker
- Passport with Photo
- State ID with Photo
- Military ID with Photo
- Permanent Resident Card with Photo
- For Dual Enrollment Students only we will accept a current high school student picture ID. If it is outdated or has no expiration date it will not be accepted.

Expired Forms of Identification Cannot be Accepted

Additional 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 paper will be collected along with the exam.
- You may not use E-books or any devices (calculators included) that can access the Internet.
- There are limited calculators for students to sign out standard and scientific. If student needs to use a graphing calculator the memory will be cleared before student may use their personal calculator.
- Cell phones are to be turned off and placed in the available lockers along with your personal items before taking a test.
- Testing Services requests no parents or visitors enter testing rooms; such as parents with their children, spouses, or friends.

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.



Managing Test Anxiety

Some anxiety is good

A little stress helps you focus your attention. After all, tests are important. However, if anxiety, nervousness, and stress interfere with your ability to show what you know, here are some strategies that have helped hundreds of students.

Identify situations that trigger your anxiety

- Often, specific situations may cause you to feel nervous during an exam. If you can identify these triggers, you can take steps to change them.
- Don't worry if other students finish and you are only half done. Remind yourself that different people work at different speeds. Take your time, relax, and check your work.

Don't let negative thoughts do you in

- Many students put more pressure on themselves by thinking stress-building thoughts. *This exam is crucial to my future. I have to do well, or I'll never pass the class.* This kind of thinking is counter-productive.
- Rather than tell yourself how tough the test is, how worried you are, and how crucial a good grade is, try positive self-talk. Say things like this: *Okay, I feel good about this exam because I've prepared well. I'm ready to show what I know.*

Information Taken From Tutoring Services Website
www.germannanna.edu/tutor/