

TESTING CENTER POLICY FOR EXAMINEES

Storm Lake Center

AEA Building
824 Flindt Drive, Room 202
Storm Lake, IA 50588
(712) 749-5179
Testing is by appointment only.
Call (712) 749-5179 to schedule an appointment.

Fort Dodge Center

Student Resource Center
One Triton Circle
Fort Dodge, IA 50501
(515) 574-1044
Monday-Thursday - 7:30 AM - 4:00 PM
Friday - 7:30 AM - 3:00 PM
Monday-Thursday evenings by appointment only.
(Must be schedule at least one business day in advance)

Webster City Center

Student Success Center
1725 Beach Street
Webster City, IA 50595
(515) 832-1632
Testing is by appointment only.
Call (515) 832-1632 to schedule an appointment.

Evening testing is not available during summer hours.

*Testing hours are subject to change. Summer hours may vary so examinees are encouraged to call to schedule an appointment.

- A valid photo ID is required for testing.
- All jewelry and personal items must be left in lockers during an exam.
- Pockets will be empty during testing.
- No hoods, coats, jackets, or hats are allowed in the testing room.
- All scratch paper and pencils will be provided by the Testing Center. Scantrons will need to be supplied by the student.
- No electronic books/tablets are allowed during open book exams. It is the student's responsibility to obtain a hard copy of the book for use in the Testing Center.
- No food or drinks, other than bottled water in a clear plastic container with all labels removed, will be allowed in the Testing Room. Water must be kept on the floor.
- Testing must be completed in one sitting and turned in before closing time.
- Leaving the testing station/room after the exam has been distributed/started is not permitted unless prior approval has been granted.
- Exam accommodations need to be arranged with the Academic Assistance and Accommodations Coordinator (515.574.1045) or with the testing organization.
- Accommodated tests should be taken in the Testing Center during scheduled class time. A make-up time can be arranged with the instructor if classes are scheduled back-to-back.
- Students with accommodations for a reader and/or private testing room must schedule an appointment at least two business day in advance with the appropriate Testing Center (Fort Dodge, Storm Lake, or Webster City).
- Accommodated exams are the only exams given in the Testing Center during finals week.
- No children are allowed in the Testing Center.
- Academic dishonesty will not be tolerated.
- Testing areas are monitored by 24 hour surveillance.
- Iowa Central is not responsible for lost, stolen, or damaged items.
- Refusal to comply with the above guidelines will result in denial of Testing Center services.

Non-Discrimination Statement

It is the policy of Iowa Central Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kim Whitmore, Director of Human Resources, phone number 515-574-1138, whitmore@iowacentral.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.