

# TESTING CENTER POLICY FOR EXAMINEES

## Storm Lake Center

AEA Building  
824 Flindt Drive, Room 202  
Storm Lake, IA 50588

Testing is by appointment only.  
Call (515) 574-1071 or  
e-mail [slarc@iowacentral.edu](mailto:slarc@iowacentral.edu) to  
schedule an appointment.

## Fort Dodge Center

Student Resource Center  
One Triton Circle  
Fort Dodge, IA 50501  
(515) 574-1044 or (515) 574-1161

[TestingCenter@iowacentral.edu](mailto:TestingCenter@iowacentral.edu)

**List of Exams/Times:**

[www.iowacentral.edu/testing](http://www.iowacentral.edu/testing)

*Testing hours are subject to change*

## Webster City Center

Student Support Services  
1725 Beach Street  
Webster City, IA 50595

Testing is by appointment only.  
Call (515) 832-1632 to schedule an  
appointment.

### **The following policies and procedures apply to every person testing at the Iowa Central Testing Center.**

*Tests taken for other institutions or outside agencies may have specific testing rules that are determined by the respective testing organizations. These institutions may also have additional requirements before reasonable accommodations will be approved and these accommodations will need to be made through such outside organizations. Iowa Central will follow rules outlined by such agencies.*

- 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 can be arranged by following the College's process:  
[www.iowacentral.edu/accommodations](http://www.iowacentral.edu/accommodations)
- Students should take their accommodated test(s) in the Testing Center (should they choose to use their accommodations) during their scheduled class time. If they have back-to-back class times, a make-up time can be arranged.
- Students with accommodations for a reader and/or private testing room must schedule an appointment at least two business days in advance with the appropriate Testing Center (Fort Dodge, Storm Lake, or Webster City).
- Accommodated and distance learning 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. See *Student Discipline Policy* in your Student Handbook.
- 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](mailto: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.