

TESTING CENTER POLICY FOR EXAMINEES

Storm Lake Center

Iowa Central Storm Lake Center
Room 19
916 North Russel Street
Storm Lake, IA 50588
Testing is by appointment only.
Call (515) 574-1071 or
e-mail 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
List of Exams/Locations/Times:
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
- 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 the Iowa Central Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status.

If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, Human Resources, 515-574-1138, ihrig@iowacentral.edu, or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.