DALTON STATE COLLEGE TESTING CENTER
Academic Resources
Location: Liberal Arts Building, Room 103
Staff: Cathy Jackson, Testing Center Specialist
Email: testing_center@daltonstate.edu Phone 706 272-2606

General Testing Procedures
The Testing Center does not accept walk-in testers nor provide unlimited time for testing unless indicated by the DSS Coordinator.

FACULTY RESPONSIBILITIES:
- Discuss with the student the specific test proctoring needs and plans; inform them that it is their responsibility to schedule an appointment for the test
- Complete a Proctoring Form for each test (provide additional information for session if you will not be available - i.e. time and items, dictionary, calculator, etc., allowed)
- Deliver test and Proctoring Form to the Testing Center by noon the day before the test may be taken. The test and form must be in the Testing Center before students are allowed to make appointments. Please do not send a student to test during class or immediately after class; they will not be allowed to test.

STUDENT RESPONSIBILITIES:
- Contact the Testing Center by phone, in person, or email to schedule your tests. It is your responsibility to schedule your test, not the instructor’s
- Tests must be scheduled by 5 pm the day before the test (emergencies will be taken into consideration). You cannot make an appointment until the test has been received in the Testing Center
- Arrive on time for scheduled testing date
  *If you arrive more than 10 minutes late for testing, you may, depending on availability, be required to reschedule your test.
  *If you are absent for a scheduled test, you must contact the instructor to discuss whether you are able to make up the test, and then contact the Testing Center to reschedule
- Pay proctor fee (if required) in the Business Office (706-272-4435), located in the Westcott Building; the Testing Center no longer accepts payment. The Business Office hours are Monday- Thursday, 8 am-6 pm. If you have scheduled an evening test, please arrive on campus by 6 pm to make payment. You must present the receipt to the Testing Center in order to take your test

TESTING CENTER RESPONSIBILITIES:
- Provide the student with the specified accommodation(s)
- Ensure tests are administered within the Proctor Form guidelines provided by the faculty member for each test
- Ensure test security
- Return the test as specified by the instructor. If a test is not taken by a student, it will be held in the Testing Center for up to 2 weeks and then returned to the instructor through intercampus mail

Revised 08/14