Testing Center Policies & Procedures

Quality Testing
It is the philosophy of the Testing Center to provide quality testing for students and faculty of Jefferson College. As part of the Testing Center mission, testing services are also available to the general public. To meet the needs of both our internal and external customers, a variety of testing services are available which include the following:

- Placement and Exit Testing
- HiSET (New Missouri High School Equivalency Test)
- Computer Literacy Testing (Exam is given on a walk-in basis; a fee will be required.)
- ACT Testing
- MoGEA Testing (Education Majors)
- HESI A2 Assessments for Health Program Admissions
- Pearson VUE Testing
- Prometric ASE testing @ JCH
- Correspondence Testing
- Faculty Make-up Testing (With permission of the instructor.)
- Learning Center Course Testing
- Distance Learning Testing (During Testing Center hours and in compliance with syllabus and faculty instructions.)
- Department Proficiency Testing
- CLEP Testing (By appointment at the Hillsboro campus only; a fee will be required.)
- Testing with Accommodations

Faculty Make-Up Testing Guidelines
Testing Services will be provided to faculty who arrange make-up testing for their students who missed an in-class examination or quiz. Testing services are also provided when a student has a documented disability and approved accommodations, such as extended time, which cannot be given during regular classroom testing.

Whole class testing (including any pre-tests and extra credit testing) cannot realistically be accommodated. Students should not be given the option to take their tests in the Testing Center as part of standard course policy.

Faculty will be asked to fill out a “Referral Slip” indicating the specific directions on how the test should be administered. It is extremely helpful for the Testing Center staff if the Instructor includes the following on the front page of every test:

- Course Title
- Instructor’s Name
- Student’s Name

This helps ensure that students are given the correct test.

The Faculty Test Referral Slip can be found at either of the two Testing Centers, online under the Faculty tab in MyJeffco, and in the Faculty Offices at the Hillsboro Campus and Arnold Site.

Testing Center Website
More information about the Testing Center can be found on the Jefferson College website:

To reach the Testing Center webpage, go to:

- www.jeffco.edu
- Current Students
- Academic Services
- Testing Center
Students must present a valid photo I.D. in order to test at the Testing Center.

A valid photo I.D. may be any one of the following:
- Jefferson College Student I.D.
- Driver's License or State Issue I.D.
- Military I.D.
- Passport

**Testing Center Fall 2015 Hours**

**Hillsboro Campus**
(636-481-3147 / Located in the Library—Room 101)
- Monday—Thursday 8 a.m.—8 p.m.
- Friday 8 a.m.—2 p.m.

**Arnold Site**
(636-481-3593 / Third Floor—Room 310)
- Monday—Thursday 8 a.m.—9 p.m.
- Friday 8 a.m.—2 p.m.
- Saturday(*) 9 a.m.—1 p.m. (*During Fall & Spring Semester only)

**Testing Center Fall 2015 Important Dates**
- Fall 2015 Classes begin—August 17, 2015
- (CLOSED) Labor Day Observed—September 5-7, 2015
- (OPEN) Faculty In-Service Day (No day or night classes)—October 13, 2015 [8 a.m.—8 p.m.]
- (CLOSED) Veteran's Day Observed—Nov. 11, 2015
- (CLOSED) Thanksgiving—Nov. 25-29, 2015
- Spring 2016 Classes begin—January 11, 2016

**Testing Center Security**
Lockers are available to temporarily store personal items while testing in the Testing Center: cell phones, hats, book bags, purses, et cetera.

Please note, the Testing Center computers are monitored by Visions Software.

**COMPASS Placement Testing**

Please note, in order for a student to take the COMPASS test, he or she must first make an application to Jefferson College. Once the application is made, COMPASS is given on a walk-in basis anytime the Testing Center is open. Be sure to bring a valid photo I.D. and allow 2 1/2 hours for the test. Please see the schedule on this page for Testing Center hours.

Please see the Testing Center Webpage for COMPASS Study Aids.

**Tutoring Services**

The Peer Tutoring program provides one on one tutoring with a fellow student who has already been successful in the course.

**Need a Tutor?**

The Peer tutor program provides one hour of free tutoring each week per class. Students with documented disabilities or students in Project Success may request additional tutoring hours.

**Would you like to be a Tutor?**

Jefferson College is “Now Accepting Applications for Peer Tutors.”

This beneficial program has helped many in their pursuit of a degree. Students need an overall 3.0 GPA or a 2.8 GPA with an “A” in a specific course to be eligible to be a Peer Tutor. The GPA requirements must be met every semester.

Peer tutors are paid $7.50 for individual tutoring or $8.95 for group tutoring. Jefferson College provides the training to be peer tutor.

**Contact Information:**

**Connie Nash (Hillsboro Campus & Imperial Site)**
(636) 481-3164 or (636) 797-3000, ext. 3164
cnash@jeffco.edu

**Barb Clements (Arnold Site)**
(636) 481-3593 or (636) 942-3000, ext. 3593
bclement@jeffco.edu

More information about Tutoring Services can be found on the Jefferson College website:

To reach the webpage, go to:
- www.jeffco.edu
- Current Students
- Academic Services
- Tutoring Services