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:

- ACT Testing
- CLEP Testing (By appointment at the Hillsboro campus only; a fee will be required.)
- Computer Literacy Proficiency Testing (Exam is given on a walk-in basis; a fee will be required.)
- Correspondence Testing
- Department Proficiency Testing
- Distance Learning Testing (During Testing Center hours and in compliance with syllabus and faculty instructions.)
- ESCO (EPA: Environmental Protection Agency)
- Exit Exam Testing (Graduate Requirement)
- Faculty Make-up Testing (With permission of the instructor.)
- HESI A2 Assessments for Health Program Admissions
- HiSET (Missouri High School Equivalency Test)
- Paraprofessional Assessment (MoGEA: Education Majors)
- Pearson VUE Testing
- Placement Testing
- POST (Peace Officer Exam)
- Prometric ASE Testing
- 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 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**
- Click on the **Current Students** tab
- Locate the **Academic Services** heading, and
- Click on the **Testing Center** link

Testing Center: Student Test Policies & Procedures
(Faculty may wish to include this page with their course syllabus)

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 2021 Hours

HILLSBORO CAMPUS (636-481-3147)
(Testing Center is located adjacent to the Library)
- Monday & Thursday   8 a.m.—4:30 p.m.
- Wednesday & Thursday 8 a.m.—8 p.m.
- Friday 8 a.m.—2 p.m. *(fall & spring semester only)*
- Saturday 8 a.m.—2 p.m. 1 per month *(fall & spring semester only)*
- Sunday (CLOSED)

ARNOLD SITE (636-481-3592 / 636-481-3593)
(Located on the Third Floor—Room 310)
- Monday—Thursday   9 a.m.—6 p.m.
- Friday, Saturday & Sunday (CLOSED)

Testing Center Fall 2021 Important Dates

- **Fall 2021 Classes begin—August 23, 2021**
- (CLOSED) Labor Day—September 6, 2021
- (CLOSED) Veterans' Day—November 11, 2021
- (CLOSED) Thanksgiving—November 25-28, 2021
- **Final Exams— December 13-18, 2021**

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. No coats, scarves, hats, and vests are allowed to be worn in the Testing Room.

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

Placement Testing

Please note, in order for a student to take the Placement test, he or she must *first* **make an application to Jefferson College.** Once the application is made, the Placement test 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 Placement Test 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 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 minimum wage for individual tutoring sessions. Jefferson College provides the CRLA training to be peer tutor.

Contact Information:

Richard Stephenson, Academic Success Center (Hillsboro Campus, Arnold Campus & Imperial Site)
(636) 481-3439 or (636) 797-3000, ext. 3439

rstephe4@jeffco.edu

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- **www.jeffco.edu**
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- Locate the **Academic Services** heading, and
- Click on the **Peer Tutoring** link