



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 5024 OFFICE OF TESTING AND ASSESSMENT SERVICES

- 1.0 **PURPOSE:** This policy is intended to promote the responsible, legal, and secure use of the Office of Testing and Assessment Services for the benefit and protection of all users at Oklahoma City Community College (OCCC), student and guests.
- 2.0 **SCOPE:** The Office of Testing and Assessment Services administers tests including, but not limited to, the following:
 - 2.1 OCCC faculty exams
 - 2.2 PEARSON VUE Certification Exams
 - 2.3 National ACT Exam
 - 2.4 Residual ACT Exam
 - 2.5 Test of English as a Foreign Language (TOEFL)
 - 2.6 Test of Essential Academic Skills (TEAS)
 - 2.7 Entry level placement exams
 - 2.8 Pre-requisite Exams: Zoology, Anatomy, and Physiology I
 - 2.9 Science Deficiency Exams: Biology Deficiency, Chemistry Deficiency
 - 2.10 General Education Development (GED Exam)
 - 2.11 Proctored exams for other colleges and universities
 - 2.12 College Level Examination Program
- 3.0 **TERMS OF USE:** By accessing or using the OCCC Office of Testing and Assessment Services, the User acknowledges and agrees to the following:
 - 3.1 The User will present a current OCCC Identification Card, if an OCCC student, or a photo identification such as a drivers' license or passport if not an OCCC student for any exam.
 - 3.2 The User must finish the exam before exiting the testing room.
 - 3.3 The User must bring no personal items in the testing room (including, but not limited to, cell phones).
 - 3.4 The User must cooperate by concluding exams when asked.
 - 3.5 The User must turn in all testing materials when the exam is completed or submitted.
- 4.0 **VIOLATIONS:** Intentional or unintentional violation of the above listed policies may result in one or more of the following:
 - 4.1 Termination of exam and report to appropriate instructor or governing agency.
 - 4.2 Filing of report of academic dishonesty.
 - 4.3 Formal student disciplinary action.
- 5.0 **SURVEILLANCE:** The Office of Testing and Assessment, including all areas of the Test Center, are subject to video surveillance.

Revised March 26, 2001

Revised June 7, 2010

Revised February 18, 2014