

SCCC TESTING CENTER

Room A103, Hobble Academic Building

ALL testing is by appointment only.

To schedule, email leanne.nay@sccc.edu or call (620) 417-1042.

When emailing/leaving voicemail, please include all of the following information:

1. your full name & SCCC student ID
2. your email address & phone number
3. instructor name, class, & exam
4. instructor email address & phone number
5. your preferred appointment date & time.

Unless fully booked or otherwise unavailable, you will be scheduled for your preferred time.

General availability for on-campus appointments:

Mondays & Fridays

7:45 AM to NOON & 1 PM to 4:45 PM

Tuesdays, Wednesdays, & Thursdays

7:45 AM to NOON & 1 PM to 8 PM

Appointments to last beyond 4:45 PM must be scheduled by 3:30 PM the day of.
(If there are no appointments to last beyond 4:45 PM, the testing center will close by 4:45 PM.)

Closed daily from NOON to 1 PM.

Closed when SCCC campuses are closed (weekends/breaks/holidays/weather/etc.)

Please be on time for your appointment.

- If you are late, you may forfeit your appointment time & may have to reschedule.
- If you must be late/miss your appointment, please email/call ahead of time (when possible).
- If you are early, you may be asked to leave & come back closer to your appointment time.

Please observe the following:

- To avoid disturbing others testing:
 - When arriving & leaving, please do so as quietly as possible, always closing the door.
 - If you don't have an appointment, please do not enter. Call/email to schedule.
 - Remain as quiet as possible while in the testing center & when in the vicinity of the testing center (the testing center door, walls, & windows are not soundproof).
- Upon your arrival:
 - Show your photo ID.
 - Turn off & turn in all electronic devices & store all personal items. There is limited storage space. When possible, bring **only** a photo ID & resources allowed by your instructor. Upon exam completion, all resources (scratch paper, notes, notecards, reference sheets, etc.) will be collected & turned in to your instructor.
- When allowed/necessary, the following resources will be available to borrow/use while testing: wipe-off boards/dry-erase pens/erasers, blank paper/blue books/scantron sheets, pencils/erasers, ink pens, calculators, listening headphones, & disposable ear plugs. Upon completion of your exam, all resources must be turned in before leaving.
- Only water in a clear bottle/container with secure lid is allowed to be brought in. Other beverages/food aren't permitted unless you have a medical condition that requires you to consume them while testing.

Thank you for your consideration & cooperation!

Leanne Nay

SCCC Testing Center Facilitator