Learning Center
Testing Procedures for Faculty

- Coordinate with students when tests need to be taken in the Learning Center. Students will need to make an appointment with the Learning Center to take their test, which will enable the Learning Center Staff to ensure that there is space for each student to take his or her test in the Learning Center at his or her scheduled time. Students with testing accommodations receive priority for testing space, so test appointments are strongly encouraged.

  *If you have any questions regarding testing accommodations or students with disabilities please contact the Disability Support Specialist, Mr. Crit Muniz via nmuniz@vwc.edu or (757) 233-8898.*

- Bring the test and any special instructions for the student(s) regarding the test to the Learning Center no later than the morning of the student’s scheduled appointment.

  *If you are not able to deliver the test in person, please call the front desk at (757) 455-3122 to coordinate a test pick up by the Learning Center.*

- When dropping off a test, please note:

  1. Whether a graphing or simple calculator is allowed or not

  2. How long the student(s) has to take the test and whether or not you will allow them to go over that allotted time. If so, how much?

  3. If the student(s) will need a computer or scratch paper

  4. If there are any other special instructions that either the student(s) and/or the Learning Center Staff needs to know

  5. If you prefer to pick the test up yourself or have it returned to a specific location

- ALL completed tests will be delivered back to the Faculty member’s office unless other arrangements have been specifically requested.

  ~The Learning Center does not copy, print, email or fax tests.~

  ~ALL tests taken in the Learning Center may start as early as 8:30am and MUST be completed by 4:30pm Monday-Friday, including all tests with time accommodations.~