STUDENT ASSESSMENT SERVICES

Testing Center

Fall 2016 Academic Testing Hours of Operation

Academic Testing Only (See http://academic.pgcc.edu/sas/hours.shtml for Placement Testing Hours)			
	OPEN	***Must Begin By:***	***Must Finish By:***
Monday through Thursday	8:30 am	*8:00 pm*	8:30 pm
Friday*	8:30 am	*4:00 pm*	4:30 pm
* 1st Friday of each month (Nov.4 & Dec. 2)	8:30 am	*2:00 pm*	2:30 pm
Saturday	9:00 am	*3:00 pm*	3:30 pm

No Testing is Allowed to Begin During the 30 Minutes Before Closing

Center CLOSED on these dates

Thursday, Sept 1, & Friday, Sept. 2 (TEAS V Testing)
Sat., Sept 3 - Mon., Sept. 5 (Labor Day Weekend)
Friday, Oct. 7
Tuesday, Oct. 25 (College Enrichment Day)
Wednesday, Nov. 23 - Sunday, Nov. 27 (Thanksgiving)

Center CLOSES AT 2:30 p.m.

1st Friday of each Month
(Nov. 4, Dec. 2)

PGCC Student ID's are REQUIRED

Students taking academic tests (any test pertaining to a course in which a student is enrolled at the college) are required to have a PGCC Student ID card. The PGCC ID card must be presented to Testing Center staff when checking into the center. **Any student who does not present a valid PGCC Student ID will not be allowed to take an academic test.** Students are encouraged to obtain a PGCC Student ID as soon as they are admitted to the College and should carry it whenever they are on campus.

1. Students are only allowed to have the following items at their testing stations: photo ID, pen/pencil, SAS locker key (if a locker is used) and a calculator provided by the Testing Center (if allowed by the instructor). Students are NOT permitted to use their own calculators - All possessions brought into the Center must be secured in lockers (coin-operated - requires a quarter - returned when locker is re-opened). Any item or material which the SAS staff determines to be a security risk or potentially disruptive or distracting will not be allowed.
2. Cellphones, bluetooth, and all communication, storage, or recording devices are prohibited and cannot be used as calculators or for any purpose. Possession of these devices is a violation of academic integrity and is prohibited.
3. Communication with other students while testing is a violation of academic integrity and is prohibited.
4. Copying, retaining, or distributing examination materials is a violation of academic integrity and is prohibited.
5. Unauthorized use of computers, notes, books, or other study aids is a violation of academic integrity and is prohibited.
6. Once testing has begun, students cannot leave the Center until their test is submitted to the Student Assessment Services staff. Once submitted (or abandoned by unauthorized departure), a test cannot be resumed. The Center does not have restrooms. Restroom breaks are not permitted.
7. Disruptive behavior may result in permanent expulsion from the Center. Food, drink, etc. are prohibited.
8. No children, family members, or friends are allowed in the testing center. No childcare is provided at the Center.
9. Disability accommodations must be requested through and approved by the Disability Support Services Office in advance.
10. Students in the Testing Center are subject to strict proctoring and observation at all times.

Testing Center - Academic Testing Service Hours
Fall 2016

No Testing is Allowed to Begin During the 30 Minutes Before Closing

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TEAS CLOSED	2 TEAS CLOSED	3 CLOSED
4	5 Labor Day CLOSED	6 8:30 - 830	7 8:30 - 830	8 8:30 - 830	9 8:30-4:30	10 9:00-3:30
11	12 8:30 - 830	13 8:30 - 830	14 8:30 - 830	15 8:30 - 830	16 8:30-4:30	17 9:00-3:30
18	19 8:30 - 830	20 8:30 - 830	21 8:30 - 830	22 8:30 - 830	23 8:30-4:30	24 9:00-3:30
25	26 8:30 - 830	27 8:30 - 830	28 8:30 - 830	29 8:30 - 830	30 8:30-4:30	

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 9:00-3:30
2	3 8:30 - 830	4 8:30 - 830	5 8:30 - 830	6 8:30 - 830	7 CLOSED	8 9:00-3:30
9	10 8:30 - 830	11 8:30 - 830	12 8:30 - 830	13 8:30 - 830	14 8:30-4:30	15 9:00-3:30
16	17 8:30 - 830	18 8:30 - 830	19 8:30 - 830	20 8:30 - 830	21 8:30-4:30	22 9:00-3:30
23	24 8:30 - 830	25 CLOSED	26 8:30 - 830	27 8:30 - 830	28 8:30-4:30	29 9:00-3:30
30	31 8:30 - 830					

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:30 - 830	1 8:30 - 830	2 8:30 - 830	3 8:30 - 830	4 8:30-2:30	5 9:00-3:30
6	7 8:30 - 830	8 8:30 - 830	9 8:30 - 830	10 8:30 - 830	11 8:30-4:30	12 9:00-3:30
13	14 8:30 - 830	15 8:30 - 830	16 8:30 - 830	17 8:30 - 830	18 8:30-4:30	19 9:00-3:30
20	21 8:30 - 830	22 8:30 - 830	23 CLOSED	24 CLOSED	25 CLOSED	26 CLOSED
27	28 8:30 - 830	29 8:30 - 830	30 8:30 - 830			

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 8:30 - 830	2 8:30-2:30	3 9:00-3:30
4	5 8:30 - 830	6 8:30 - 830	7 8:30 - 830	8 8:30 - 830	9 8:30-4:30	10 9:00-3:30
11	12 8:30 - 830	13 8:30 - 830	14 8:30 - 830	15 8:30 - 830	16 8:30-4:30	17 9:00-3:30
18	19 8:30 - 730	20 8:30 - 730	21 8:30 - 4:30	22 CLOSED	23 CLOSED	24 CLOSED
25	26 CLOSED	27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 CLOSED

Placement Testing & Other Services
No Saturday Testing during the months of
September, October, November, or December

Walk-in Hours	OPEN	Must Begin By:	Must Finish By:
Monday through Thursday	8:30 am	6:00 pm	8:30 pm
Friday	8:30 am	12:00 pm	2:30 pm