



# Testing Center

## Fall 2017 Academic Testing Hours of Operation

<b>Academic Testing Only</b> (Placement Testing Hours are listed at the bottom of the 2 <sup>nd</sup> /back page )		
	<b>OPEN</b>	<b>CLOSE</b>
Monday through Thursday	8:30 am	8:00 pm
Friday*	8:30 am	4:00 pm
* 1st Friday of each month (Nov. 3 & Dec. 1)	8:30 am	2:00 pm
Saturday (Closed on 9/2, 9/9, 9/16, & 11/25)	9:00 am	3:00 pm

*Students in the Center at Closing Time have 30 minutes to complete testing*

### Center **CLOSED** on these dates

Thursday, Aug 31, & Friday, Sept. 1 (TEAS Testing)  
 Sat., Sept 2 - Mon., Sept. 4 (Labor Day Weekend)  
 Saturday, Sept. 9 & Sept. 16  
 Friday, Oct. 6 (TEAS Testing)  
 Tuesday, Oct. 24 (College Enrichment Day)  
 Wednesday, Nov. 22 - Sunday, Nov. 26 (Thanksgiving)  
 Thurs., Dec. 21 - Tues., Jan 2 (Winter Break)

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### Center **CLOSES AT 2:30 p.m.**

1<sup>st</sup> Friday of each Month  
(Nov. 3, Dec. 1)

### 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 2017

*Students already in the Center at Closing have 30 minutes to complete testing*

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

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

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

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