



TESTING SERVICES

The Independent Learning and Assessment Center provides a variety of testing services for students and the community.

TESTING CENTER HOURS

The Learning Center (ILAC) is open the following hours:

Monday - Wednesday **8:00 a.m. to 8:00 p.m.**

Thursday **8:00 a.m. to 5:00 p.m.**

Friday **8:00 a.m. to 3:00 p.m.**

(Summer hours may vary)

- **WNCC FACULTY TESTING**

The ILAC will proctor faculty make-up tests for students who cannot attend the scheduled testing date due to circumstances beyond their control. The instructor will need to complete and attach a Makeup Test Cover Sheet for each set of tests submitted.

- **Faculty procedures for having tests administered in the ILAC:**

- 1) It is important to obtain permission to give tests in the Learning Center if more than 10 students will be testing at one time to ensure adequate space and available staff.
- 2) Faculty are to prepare an adequate number of tests before the test date. It would be helpful, but not mandatory, to have (a) the instructor's name, and (b) course name and number on each exam.
- 3) Bring copies to the testing center (ILAC) at least one day prior to the beginning day for testing.

If tests are placed in the ILAC mailbox, they should be in a sealed envelope and an email sent to kleicht@wncc.edu or phone call placed to (308) 635-6072 to notify staff to check the mail.

- 4) Complete the Make-up Test Cover Sheet for the ILAC staff pertaining to test administration procedures.
- 5) Instructors are responsible for picking up completed exams. If someone other than the instructor is to pick up tests, a call should be made ahead of time (6072) to notify the ILAC staff of the person authorized to do so.
- 6) It is the instructor's responsibility to inform students of the following testing procedures:

- Students must know the name of the instructor.
- Students must be prepared to show ID if requested.
- All tests must be completed in one sitting.
- Students will not be allowed to have books, calculators, or notes unless special permission is noted by the instructor on the "Test Cover Sheet."

- **ILAC Proctor Policies**

To eliminate the temptation for students to compromise a test in the Learning Center, we now ask that all books and bags be left at the front desk and purses be placed under the student's chair. We will ask students to remove calculator lids before a test is issued. If we see a need, we may also ask students to remove hats/caps and jackets as well. It would be good to alert your students to these rules beforehand to save the students from stress and frustration before testing.

- CLEP (College Level Examination Program)

The College Level Examination Program is a series of computer-based testing exams, each 90 minutes in length, which allows students to show their knowledge in a wide range of subjects. The purpose of CLEP is to provide a means for students to receive college credit for learning acquired outside the traditional college classroom.

- ACT
- SAT
- **OTHER COLLEGE/UNIVERSITY TESTING**

The Independent Learning and Assessment Center staff will administer exams for students who are taking classes or training from other colleges, universities, or agencies. Students should make arrangements with the ILAC staff for proctoring these exams. No fee is charged for testing, but students may be asked to provide the mailing fee.

- Career Testing

Career testing is available for non-WNCC students who are interested in exploring a first-time career or a new career. Individuals may be referred for testing through agencies such as DHHS, Workforce Development, and Rehabilitation Services; or may do a self-referral. A fee will apply for this service.