



University Testing Center Guidelines

Athens State University Testing Center

Mailing Address:

Testing Services – Chasteen Hall
300 North Beaty Street
Athens, AL 35611

Physical Address:

Chasteen Hall, Room 100
161 North Clinton Street
Athens, AL 35611

256-233-6540

testcenter@athens.edu

athens.edu/testing

The University Testing Center at Athens State University strives to promote the mission of the University by providing consistent, confidential, and quality educational testing services. The University Testing Center adheres to the *National College Testing Association (NCTA) Professional Standards and Guidelines for Post-Secondary Test Centers*.

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UNIVERSITY TESTING CENTER PROCEDURES

Athens State University Testing Center administers the following exams:

- ADAI - Alabama Department of Agriculture and Industry
- Castle Testing
- Certiport Exams – Including IC3 and Quickbooks Certified User
- CLEP - College Level Examination Program
- College of Education Orientation Sessions
- Comira Testing
- DSST - DANTES Subject Standardized Test
- GRE – Graduate Record Examination revised General Test
- MAT - Miller Analogies Test
- NCCT – National Center for Competency Testing
- PAN - Performance Assessment Network Exams
- Pearson VUE
- Praxis® Core Academic Skills for Educators (Core)
- Praxis I® Pre-Professional Skills Tests (PPST®)
- Praxis II® Subject Assessments
- Proctored Exams for other Universities
- Prov

Exams are given by appointment only. Individuals are not required to be Athens State University students to use the University Testing Center. Students should visit www.athens.edu/testing to schedule appointments for Certiport, CLEP, DSST, MAT, Proctored, and Quickbooks exams. Students must contact ADAI, Castle, Comira, GRE, NCCT, PAN, Pearson VUE, PRAXIS®, and Prov directly to schedule appointments. Please visit www.athens.edu/testing/college-of-education-orientation-sessions for information regarding the College of Education Orientation sessions. For more information, please contact:

Athens State University Testing Center

(256)233-6540

testcenter@athens.edu

Location

Chasteen Hall, Rm 100

161 North Clinton Street – at the Corner of Hobbs and Clinton

Athens, AL 35611

Alabama Department of Agriculture and Industry (ADAI)

ADAI exam price and scheduling information is available through www.metrosignup.com. Metro Institute exams are offered daily Monday-Friday. Candidates are advised to plan for a minimum of 2¼ hours on site. Registration takes about 10-15 minutes and candidates have two hours to complete the assessment. Exams require a score of 70% to pass.

Castle

Castle develops high-stakes examinations and practice tests in fields ranging from engineering to medical technology to physical fitness tests for the certification or licensure of professionals. Castle candidates schedule their exams through the Castle Worldwide webpage. More information can be obtained at www.castleworldwide.com.

Certiport

Certiport offers certification programs and exams to students and professionals. Fees Very based on Exam Package ~ Purchase exam vouchers through Certiport's website. See IC3 and Quickbooks below.

College Level Examination Program (CLEP)

CLEP offers thirty-three different exams in five subject areas. The tests are recognized by the American Council on Education (ACE). Candidates are advised to plan for a minimum of two hours on site (2½ hours for the College Composition exam). Registration takes about 10- 15 minutes and exams last approximately ninety minutes (120 minutes for the College Composition exam). Most exams require a score of 50 to pass. A specific list of ACE recommended exam scores can be accessed at <http://clep.collegeboard.org/develop/ace-credit>. CLEP exams cost \$110.00 (\$25.00 administration fee and \$85.00 exam fee) and are offered daily Monday-Friday. Individuals should purchase a CLEP exam admission ticket from <http://clep.collegeboard.org/register/exam> and visit www.athens.edu/testing to schedule an appointment.

College of Education Orientation

The University Testing Center offers College of Education make-up sessions two days per month. Candidates should plan to spend 6 hours onsite and bring a laptop and headphones to their session. Individuals should check the University Testing Center webpage link or call the University Testing Center to confirm session dates. It is the responsibility of the candidate to coordinate with their advisor to communicate session completion.

Comira Testing

Comira is a full service testing company for licensure, certification, assessment and educational testing programs. Comira exams are offered daily Monday-Friday. Comira candidates schedule their exams through the Comira webpage. More information can be obtained at <http://candidate.comiratesting.com/comira/>.

DANTES Subject Standardized Test (DSST)

The DSST program offers thirty-eight different college level examinations. The exams are recognized by the American Council on Education (ACE). Candidates are advised to plan for a minimum of 2¼ hours on site. Registration takes about 10-15 minutes and most exams last approximately 2 hours. A specific list of ACE recommended exam scores can be accessed at <http://getcollegecredit.com/institutions> and then click on the ACE Credit Recommendation link on the right. DSST exams cost \$110.00 (\$25.00 administration fee and \$85.00 exam fee) and are offered daily Monday-Friday. Individuals visit www.athens.edu/testing to schedule an appointment.

Graduate Record Examination (GRE)

The GRE is a graduate-level admissions test. The GRE features a verbal reasoning section, a quantitative reasoning section, and an analytical writing section. Candidates are advised to plan for 4½ hours on site. Registration and check-out take about 15 minutes each and the exam is 4 hours long. GRE exams are offered during the GRE selected testing dates – usually once per quarter. Candidates schedule and pay for their exams through the GRE website: <http://www.ets.org/gre/>.

Internet and Computing Core Certification (IC3)

The Internet and Computing Core Certification (IC3) exam is available through the University Testing Center. Candidates are advised to plan for 1.5 hours on site.

Miller Analogies Test (MAT)

The MAT is a mental ability test that is required for many graduate programs. Candidates are advised to plan for a minimum of 1¼ hours on site. Registration takes about 10-15 minutes and the exam lasts approximately 60 minutes. Required scores for graduate school admittance vary according to program requirements. Candidates are encouraged to contact their home university for specific score requirement information. MAT exams cost \$70.00 and are offered daily Monday-Friday. Individuals visit www.athens.edu/testing to schedule an appointment.

National Center for Competency Testing (NCCT)

The National Center for Competency Testing (NCCT) is an independent credentialing organization that has tested healthcare professionals and instructors throughout the United States since 1989. NCCT provides multiple qualifying paths for certification in medical fields. NCCT exams are offered one day per month. Candidates schedule their exams at www.ncctinc.com.

PAN – Performance Assessment Network

PAN offers over 500 talent assessments and measurement solutions for industries. PAN exams are offered daily Monday-Friday. Not all PAN exams are available all the time – PAN determines the exam windows. Candidates or their employers schedule the exams directly through PAN at www.psonline.com. Exam lengths vary. PAN encourages all candidates to arrive 30 minutes prior to their appointment time.

Pearson VUE

Pearson VUE offers innovative computer-based testing for licensure and certification. Pearson VUE candidates schedule their exams through the Pearson webpage. Pearson Vue exams are offered daily Monday-Friday. More information can be obtained at <https://home.pearsonvue.com/test-taker.aspx>.

PRAXIS

The Praxis Series® tests are taken by individuals entering the teaching profession as part of the certification process required by many states and professional licensing organizations. PRAXIS exams are offered daily Monday-Friday during the scheduled testing windows that are determined by PRAXIS and continuous exams are offered on Friday mornings. Candidates schedule and pay for their exams through the PRAXIS website: <https://www.ets.org/praxis>. Exam lengths vary but PRAXIS encourages all candidates to arrive 30 minutes prior to their appointment time.

Proctored Exams

Athens State University will proctor exams for other universities and colleges upon request. Candidates must contact the University Testing Center Coordinator to schedule an appointment. It is the responsibility of the candidate to coordinate with their home university about the specific requirements for each exam proctored. Registration takes about 10-15 minutes and exam lengths vary. Individuals visit www.athens.edu/testing to schedule an appointment.

Prov

Prov develops and administers online and paper/pencil examinations. Alabama exam options include but are not limited to: Alabama Auctioneer, Alabama Electrical, Alabama HACR, and Alabama Home Builders. Prov exams are offered daily Monday-Friday. Prov exams vary in length and allowed materials are determined by Prov. Candidates schedule the exams directly through Prov. Prov encourages all candidates to arrive 30 minutes prior to their appointment time.

Intuit Quickbooks Certified User (QBCU) Exam

The Intuit Quickbooks Certified User Exam is available to candidates that wish to become certified on this software package. Candidates are advised to plan for 1.5 hours on site.

University Testing Center Rules

Quiet Please!

The Office of Testing Services wants to provide you with a quiet and undisturbed environment. Please take special care as you arrive and leave to maintain that quiet atmosphere, both inside and immediately outside of the testing areas. Thank You!

Valid government-issued photo I.D. is required for ALL testing.

The primary form of identification must be a current government-issued photo ID card with the cardholder's printed name and signature. (Example: Current Driver's License)

Appointment Guidelines

Candidates should schedule appointments through our online appointment portal. Candidates will select their exam, appointment date and time, and then complete their exam administration fee payment. Candidates should arrive 15 minutes prior to their scheduled testing appointment to complete the check-in process.

Late Guidelines

Being late is defined as arriving 15 minutes after the appointment time. If a candidate calls in before their scheduled time indicating that they will be late by not more than 15 minutes their appointment will be moved to the next available slot in the same day (if there is an opening). Otherwise the candidate will need to reschedule.

A candidate arriving 15 minutes or more after the scheduled appointment will need to reschedule their appointment and is considered a No Show.

No Show/Cancellation Guidelines

Candidates who wish to cancel a scheduled assessment may do so but forfeit any previously paid testing fees. Candidates who do not arrive for a scheduled assessment will be considered a "No Show" and will forfeit all previously paid testing fees.

Testing Fee Refund Policy

Testing Fees are non-refundable. Candidates can reschedule an assessment*. Candidates that are considered a "No Show" will not qualify to have their testing fee transferred to a new appointment and will forfeit all previously paid testing fees.

Inclement Weather Guidelines

In the event of inclement weather the University Testing Center will be closed when Athens State University is closed. Please refer to local news media outlets or the University's webpage for weather related delays and closings. When the University re-opens, all candidates should contact the Testing Center to reschedule affected appointments.

Cell Phones and Electronics

Cell phones, smart watches, pagers, and any other electronic devices will not be allowed in the University Testing Center.

NON-PROHIBITED ITEMS

- Personal ID Documents
- Testing Admission Ticket
- Devices for Special Accommodation status examinees

Prohibited Items (Includes but not limited to):

- Cellphones, Smart Watches, and Bluetooth Electronics
- Purses, Backpacks, Bags
- Hats, Sunglasses, Head Gear
- Outerwear (coats, jackets, etc.)
- Books, Kindles, Nooks, iPads
- Paper, Pencils, Highlighters
- Personal Computers (laptops, etc.)
- Calculators, Calculator Watches, Watch Alarms
- Cameras, Pagers, Tablets
- Transmission or Receiving Devices
- Rulers, Compasses, Protractors
- Food or Beverages
- Tobacco or Tobacco Products
- Knives, Guns, and Other Weapons
- Any Item not Listed on the NON-PROHIBITED LIST

Candidates will be asked to remove wrist wear, headwear, jackets, and coats. Candidates are required to empty their pockets into a locker prior to testing.

Unattended Children:

Children are not allowed in the testing rooms. Further, children are not allowed to be unsupervised in the University Testing Center. Please make other arrangements for children before coming to the testing areas.

Assessment Materials:

When your exam is completed, all exam materials, including scratch paper, must be given to the University Testing Center staff. You may not leave with any notes pertaining to the exam or any portion of the exam. Failure to follow this rule will be reported and may invalidate your exam.

***Violations**

Testing Staff will end a test session if you are in violation of test administration rules or engaging in other forms of irregular behavior during an examination.

Athens State University CLEP/DSST Rules:

- CLEP/DSST credit will be accepted with passing CLEP/DSST score*.
- CLEP/DSST credit cannot provide duplicate credit.
- Prior unsuccessful course or CLEP/DSST exam attempts are irrelevant.
- Prior successful course attempts will not be replaced by CLEP/DSST credit.
- CLEP/DSST scores will not affect a student's GPA.

* A reschedule fee will apply.

** Credit-granting score will be based on The American Council on Education (ACE) recommendations.

Please contact your advisor if you have questions regarding CLEP/DSST exams satisfying course requirements for your Plan of Study.

Photo Identification Requirements

**** ALL ID'S MUST BE CURRENT – NO EXPIRED ID'S WILL BE ACCEPTED**

ADAI - Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder's signature.

Acceptable forms of primary identification include (must have printed name and both photo and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

Castle – Specific Photo Identification Requirements (1)

Candidate must present valid exam specific identifications as indicated during their Castle registration.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

Certiport (IC3 & Quickbooks Certified User Exams) - Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder's printed name and signature.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

CLEP- Specific Photo Identification Requirements (1)

Candidate must present 1(one) valid form of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder's printed name and signature. All funded military candidates must present a current military ID and a second form of government-issued photo ID.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID
- College Board CLEP Student ID Form

College of Education Orientation- Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder's printed name and signature.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

Comira- Specific Photo Identification Requirements

Candidate must present valid exam specific identifications as indicated during their Comira registration.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

DSST- Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired). The identification must be a current photo ID card with the cardholder's printed name. All funded military candidates must also present a current military ID.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

GRE – Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder/s printed name and signature.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport

MAT- Specific Photo Identification Requirements (2)

Candidate must present 2 (two) valid forms of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder's printed name and signature. The secondary form of identification must have printed name and a photo or signature.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

Acceptable secondary forms of ID (name must appear exactly the same as on your primary form of ID) include:

- Credit card
- Library Card
- Utility Bill with your name and address appearing exactly the same as on your primary form of ID

NCCT- Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder's printed name and signature.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

PAN- Specific Photo Identification Requirements

Candidate must present valid identification (i.e., unexpired). Proctor must verify quantity and applicable documents in Client Practices for each vendor.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

Pearson VUE – Specific Photo Identification Requirements

Candidate must present valid exam specific identifications as indicated during their Pearson VUE registration.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

PRAXIS- Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder's printed name and signature.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport

Proctor - Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired) unless otherwise specified in proctor agreement. The primary form of identification must be a current government-issued photo ID card with the cardholder's photo and signature.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

Prov- Specific Photo Identification Requirements (1)

Candidate must present 1 (one) valid form of identification (i.e., unexpired). The primary form of identification must be a current government-issued photo ID card with the cardholder's printed name and signature.

Acceptable forms of primary identification include (must have printed name, photo, and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A military ID

Exam Pricing

ADAI- Alabama Department of Agriculture Testing (Online Assessment)

All registrations and payments made prior to visiting Athens State University Testing Center.

Schedule a Test Online: <http://www.metroinstitute.com>

Payment is made directly to Metro Proctor when you register.

CLEP - College Level Examination Program (Online Assessment)

\$25 Fee ~ Payable to Athens State University when appointment is scheduled

\$85 Fee ~ Payable to CLEP via credit/debit card at time of ticket purchase

College of Education Proctored Orientation Sessions

This is a free service to Athens State University students

Comira Testing (Online Assessment)

All registrations and payments made prior to visiting Athens State University Testing Center through the Comira website: www.comiratesting.com.

DSST – DANTES Subject Standardized Test (Online Assessment)

\$25 Fee ~ Payable to Athens State University when appointment is scheduled

\$85 Fee ~ Payable to DSST via credit/debit card at time of appointment

GRE® Exam – Graduate Record Examination revised General Test (Online Assessment)

All registrations and payments made prior to visiting Athens State University Testing Center.

Schedule a Test Online: <https://www.ets.org/gre>

Payment of \$205 is made directly to ETS when candidate registers.

IC3®- Internet and Computing Core Certification (Online Assessment)

Contact the University Testing Center for information about voucher purchase.

MAT- Miller Analogies Test (Online Assessment)

\$70.00 ~ Payable to Athens State University when appointment is scheduled

NCCT – National Center for Competency Testing (Online Assessment)

Exam Fee ~ Payable to NCCT during exam registration (<https://www.ncctinc.com/>)

\$30 Fee ~ Payable to Athens State University via credit/debit card at time of exam appointment check-in

PAN- Performance Assessment Network Testing (Online Assessment)

All registrations and payments made prior to visiting Athens State University Testing Center through the PAN website: www.panpowered.com.

Pearson VUE (Online Assessment)

All registrations and payments made prior to visiting Athens State University Testing Center through the Pearson VUE website: <https://home.pearsonvue.com/test-taker.aspx>.

Praxis® Exams - Core Academic Skills for Educators (Core), Praxis I® Pre-Professional Skills Tests (PPST®), and Praxis II® Subject Assessments (Online Assessment)
All registrations and payments made prior to visiting Athens State University Testing Center.

Schedule a Test Online: <https://www.ets.org/praxis>

Payment of \$50.00 - \$450.00, depending on the exam, payment is made directly to ETS when candidate registers.

Proctored Exams

\$30.00/up to 3 hours ~ Payable to Athens State University when appointment is scheduled

Prov (Online Assessment)

All registrations and payments made prior to visiting University Testing Center.

QBCU – Intuit Quickbooks Certified User (Online Assessment)

\$115 Fee ~ Payable to Athens State University when appointment is scheduled

For all other exam prices please contact the University Testing Center at 256-233-6540.

** A receipt is provided for onsite payments. No cash will be accepted. If candidate only has cash, they will need to go the cashier, pay the fee, and then bring the receipt back to the University Testing Center.