



Testing Center Guidelines

Location: Chasteen Hall, Room 100

161 North Clinton Street

Athens, AL 35611



OFFICE OF TESTING SERVICES

256-233-6540

testcenter@athens.edu

athens.edu/testing

TESTING CENTER INFORMATION

The Coordinator of Testing Services, along with the assistance of the Adult Degree Program (ADP) staff, administers the following exams and Orientations:

- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- Alabama Department of Agriculture (ADAI)
- Millers Analogies Test (MAT)
- Proctored Exams for other Universities
- Orientation for the College of Education

Exams are given by appointment only. Individuals are not required to be an Athens State University student to use the University Testing Center. Candidates should call (256-233-6540) or email (TestCenter@athens.edu) to schedule appointments for exams.

Alabama Department of Agriculture (ADAI)

ADAI exams cost \$125. Candidates go online to Metro Institute to schedule an exam. Metro Institute schedules the exam and collects the payment. An appointment notification is sent to the Athens State University Testing Center via the ADAI online calendar link (adaitesting.com/metroproctor). The notification includes the candidate's name, ID number, exam date, and exam time. Metro Institute only schedules exams on Tuesdays and Thursdays at 10:00 a.m., 11:00 a.m., and 12:00 p.m. 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. Individuals should report to the University Testing Center as scheduled.

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>. Individuals call the University Testing Center to schedule an appointment, pay the online administration fee, purchase their testing ticket from CLEP, and report to the University Testing Center as scheduled.

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 two 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/images/uploads/documents/ACE_Credit_Recommendation.pdf. Individuals call the University Testing Center to schedule an appointment, pay the online administration fee, and report to the University Testing Center as scheduled.

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 requirement. Candidates are encouraged to contact their home university for specific score requirement information. Individuals call the University Testing Center to schedule an appointment, pay the online exam fee, and report to the University Testing Center as scheduled.

Proctored Exams

Athens State University will proctor exams for other universities and colleges upon request. Candidates must contact the 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. Candidates are advised to check with their home university regarding exam time frame. Registration takes about 10-15 minutes and exam lengths vary. Individuals call the University Testing Center to schedule an appointment, pay the online proctor fee, and report to the University Testing Center as scheduled.

College of Education Orientation

The University Testing Center offers College of Education make-up sessions on Tuesdays and Thursday's from 9:00am-2:00pm. Candidates should schedule 2 five hour sessions to satisfy their College of Education Orientation requirements. Individuals should call the University Testing Center to schedule their appointments and report to the University Testing Center as scheduled.

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!

Testing Fee Refund Policy:

Testing Fees are non-refundable. Candidates can reschedule an assessment (with at least 24 hours advance notice) and transfer their Testing Fee to the new appointment. Candidates that are considered a No Show, who do not give 24 hours' notice, or reschedule repeatedly (more than 2 times) will not qualify to have their Testing Fee transferred to a new appointment and will forfeit all previously paid Testing Fees.

No Show/Cancellation Guidelines:

Candidates who wish to cancel a scheduled assessment may do so without penalty at least 24 hours in advance of the assessment start time. Candidates who fail to cancel or who do not arrive for a scheduled assessment will be responsible for a \$20 No Show/Cancellation Fee for each missed appointment. The fee must be paid prior to taking any future assessments at Athens State University.

Candidates who cancel and reschedule assessments repeatedly (more than two times) with 24 hours' notice will be required to pay a \$20 No Show/Cancellation Fee for any rescheduled assessments.

Appointment Guidelines:

A candidate's appointment is not confirmed until they make the online reservation payment. All appointments must be confirmed by payment at least 24 hours prior to the requested testing appointment time. If payment is not made 24 hours before the scheduled appointment the testing slot may be released to another test candidate.

It is requested that candidates arrive 15 minutes prior to their scheduled testing appointment to complete the registration process. Please note that candidates will not be admitted to the University Testing Center more than 30 minutes before their scheduled appointment time.

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. The individual will be required to pay the \$20 No Show/Cancellation Fee for any rescheduled assessments.

A candidate arriving 15 minutes or more after the scheduled appointment will need to reschedule their appointment and is considered a No Show. The individual will be required to pay the \$20 No Show/Cancellation Fee for any rescheduled assessments.

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 will be contacted to reschedule affected appointments.

Valid photo I.D. is required for ALL testing. No exceptions to this requirement will be made.

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

Cell Phones & Telephone Calls:

No phone calls are allowed while taking an exam. Cell phones, pagers, and any other electronic devices must be turned off and placed in the provided bins.

Prohibited Items:

- Electronic Devices
- Digital watches (wrist or pocket), alarm watches, or wristwatch cameras
- Any kind of photographic or copying device
- Listening devices such as radios, media players with headphones, or recorders
- Dictionaries, books, pamphlets, or reference materials
- Papers of any kind. Scratch paper will be provided and collected by the Testing staff.
- Mechanical pencils or any type of pen or highlighter
- Slide rules, protractors, compasses, or rulers
- Food, beverages, or tobacco products
- Any other unauthorized testing or study aids
- Hats
- Sunglasses

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.

***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.

Photo Identification Requirements

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

CLEP- 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 signature. The secondary form of identification must have a photo and/or 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 and both photo and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A tribal ID card
- A naturalization card or certificate of citizenship

Acceptable forms of secondary identification include (must have printed name and photo or signature):

- A current student ID (with photo)
- A military ID (with photo and signature)
- An unused ID from the primary choices above
- College Board CLEP Student ID Form

DSST- 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 signature. The secondary form of identification must have a photo and/or 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 and both photo and signature):

- A current driver's license
- A current state or federal ID card
- A current passport
- A tribal ID card
- A naturalization card or certificate of citizenship

Acceptable forms of secondary identification include (must have printed name and photo or signature):

- A current employee ID (with photo)
- A current student ID (with photo)
- A military ID (with photo and signature)
- An unused ID from the primary choices above

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 signature. The secondary form of identification must have a photo and/or 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 tribal ID card
- A naturalization card or certificate of citizenship

Acceptable secondary forms of ID (photograph and signature not required) include:

- Credit card – must be signed before entering facility
- Library card
- Utility bill with your name and address appearing exactly the same

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 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 tribal ID card
- A naturalization card or certificate of citizenship

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 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 tribal ID card
- A naturalization card or certificate of citizenship

Exam Pricing:

ADAI- Alabama Department of Agriculture Testing (Online Assessment)

All payments are made prior to visiting the Athens State Testing Center.

Candidates should contact Metro Institute:

Phone: 877-533-2900

Website: <http://www.metroinstitute.com>

CLEP- College Level Examination Program (Online Assessment)

\$20 Fee ~ Payable to Athens State University via online payment processing

\$80 Fee ~ Payable to CLEP via credit/debit card at time of ticket purchase

DSST- Dantes Subject Standardized Test (Online Assessment)

\$30 Fee ~ Payable to Athens State University via online payment processing

\$80 Fee ~ Payable to DSST via credit/debit card at time of appointment

MAT- Miller Analogies Test (Online Assessment)

\$65.00 ~ Payable to Athens State University via online payment processing

Proctored Exams

\$25.00/hour ~ Payable to Athens State University via online payment processing*

* Proctored examinees will pay the first hour online at the time that the appointment is scheduled. Exams that require more than 1 hour will be required to pay the difference with a check, Money Order or credit card on test day.

College of Education Orientation

This is a free service extended to Athens State University students.

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