Student Information
Schedule your testing time as soon as the instructor announces a date. Testing will be done by appointment only. When calling please include the following information:
- Your name
- class
- test date
- time
- phone number where you can be reached

For EAC students: Your alternative testing form, signed by the Educational Assistance Center, must be given to your instructor, completed, and returned to the Educational Assistance Center (EAC) before your first test. A week's notice is required for special services such as: reader, scribe, etc.

Alternative Testing Center Rules

- A Photo I.D. is required for all testing.
- Students must supply their own scantrons, and approved test aids.
- All cell phones and electronic devices must be turned off and left in storage area.
- While testing is in progress, the students may not talk, make excess noise, or otherwise distract the other testers.
- The only items allowed on the desk are testing materials.
- All tests must be taken at one sitting. You cannot stop, leave, and come back later to finish.
- All tests must be completed 10 minutes prior to closing time.
- Remind the instructor to deliver the test to the EAC office.
- Tests must be taken on the same day as the class, and as close to class time as possible.

I have read and understand the policy for taking tests in the EAC.