



Educational Assistance Center Alternative Testing

ADM Building 805-289-6300 Fax 805-289-6015
e-testing address: vceactest@vcccd.edu

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. Please note that a week's notice is required for special services such as a reader or a scribe.

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.

Academic dishonesty will not be tolerated and consequences are based on the guidelines set forth in the College Catalog. Video cameras may be used in the testing center.

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

Student Signature

Date