

USC Upstate Testing Center

Media 218 * 864-503-7422

The Testing Center is a department of the Student Success Center. Susannah Waldrop, Director of the Student Success Center, supervises the testing center administrators. Questions and concerns regarding the Center can be directed to the Student Success Center main office at 864-503-5392.

The Testing Center:

1. Proctors standardized tests
2. Administers make-up exams

The Testing Center has 22 computer stations with a camera system, which allows the proctor to see the entire room at all times.

Note: The Testing Center does not replace or substitute for the services provided by Disabilities Services. Students who require special arrangements will continue to be referred to Disabilities Services.

General operating procedures:

Hours of Operation – See Website

Summer hours are limited- please call for more information.

The Testing Center is available for use by appointment only.

Students may call or email to schedule appointments.

Testing procedures

- Professors can submit the Testing Center Request Form and other materials electronically to TESTINGCENTER@uscupstate.edu, by sending through campus mail, or by dropping it off directly to Media 218. The Request Form and all other materials must be submitted at least **three days prior** to the desired testing date.
- When materials are received, they will be logged and filed in a locked cabinet.
- The professor must designate a specific date(s) that the test must be taken, and the student will be expected to make an appointment within that deadline.
- Student requirements to test will be an appointment (grace period of 15 minutes) and a photo ID. Please also remind your students that cell phones will not be allowed.
- Tests will be given with one proctor and six cameras.
- When testing is completed, an administrator will return the test to the professor through the desired method as indicated on the Testing Center Request Form.

- If a student is caught cheating, the video footage will be recorded and saved, an incident report will be written, and the professor will be contacted and given all the information available. The professor is responsible for the next steps.
- **If any software needs to be available for the test, IT must have the software and licenses 3 days prior to the test to ensure installation to the computers can be completed.**

Testing Center Student Policies

- University or **picture ID** required (No Exceptions!)
- **Appointments** are required, contact us by phone or email
- Arrive within **five minutes** of your appointment time; if there is a problem, please call
- No talking during testing
- Students will be asked to turn out their pockets
- Personal items will be stored in lockers
- Testing Center is not responsible for lost or stolen items
- All electronics must be turned off and stored
- **No Cell Phones**, Electronic Devices, Food, Drink, or Hats permitted
- Calculators will be inspected
- Scratch paper is provided and must be thrown away before leaving
- Children are not permitted
- Students may not leave the room during testing
- All students are expected to abide by the USC Upstate Academic Integrity policy