

IRSC Assessment Center Testing Procedures for Students

To ensure all exams are administered in an environment that is conducive to student success please follow the policies as outlined below:

- **Cell phones and all electronic devices (MP3 players, etc.) must be turned completely off in the testing room and waiting area. During testing cell phones and all other electronic devices must not be visible. However, we recommend that you not bring cell phones or any other unapproved electronic devices to the Assessment Centers.**
 - **Comply with requests from Assessment Center Proctors in a respectful manner.**
 - Provide a valid and current photo ID—preferably a driver's license or an IRSC ID. Broken or expired photo ID's are **not** acceptable. Tests cannot be administered without a valid and current photo ID.
 - Complete your test in one sitting. No breaks are allowed.
 - Arrive in time to complete your test in the allotted time before closing. Exams must be turned in when the Assessment Centers closes.
 - Children are not allowed in the testing room or unsupervised in the waiting area.
 - Place your books and other materials in the designated area while testing.
 - Hand your completed test and all scrap paper to testing personnel.
 - Assessment Computers should only be used for taking exams. Class work and e-mail should not be accessed while in the Assessment Centers.
1. There should be no talking once you are seated.
 2. For paper and pencil exams, identify which campus you wish to test; if you do not identify a campus, you will have to take your tests at Main Campus. For computerized exams, be aware that there are a limited number of testing computers at each campus. Plan accordingly to avoid missing deadlines.
 3. Know your instructor's name, the course number and the name of the test.
 4. Carefully read and sign the Assessment Center Academic Dishonesty Policy.
 5. Any academic dishonest activity may result in disciplinary actions as outlined in the Student Standards of Conduct printed in the Indian River State College Student Handbook/Planner. Disciplinary actions may include, but are not limited to the following:
 - Failing an exam and/or course.
 - Suspension or expulsion from a specific program or from Indian River State College.
 - For standardized exams (i.e. TABE, GED, CPT, HOBET, CLEP NLN, or CLAST) additional disciplinary and/or criminal actions may be taken by the state-wide or nation-wide organization responsible for creating the exam.**
- The privilege to retest may be delayed or forfeited.

Exams offered:

- Individual Make up exams for traditional classes
- Exams for internet classes
- TABE for vocational programs
- Computer Competency Exam
- CPT and P.E.R.T.
- CLEP – Main Campus only
- GED – Main Campus only

Assessment Center Locations and Phone Numbers

Main Campus – Room W109 - (772)462-7585

Mueller Campus – Room D146 – (772)226-2527

Chastain Campus – Room A104A – (772)419-5607

St. Lucie West Campus – Room J212 (in the Academic Support Center) – (772)336-6215

Dixon Hendry Campus – Room B130 (in the Academic Support Center) – (863)824-6009

Assessment Centers'

(Exams for fully online classes are taken in the Assessment Centers)

Summer I Semester & Summer II Semester

Hours of Operation

All exams must be completed by the closing times listed below.

Monday – Thursday All campuses 8:00 am – 8:30 pm

Friday All campuses Closed

The Academic Support Centers and Assessment Centers have different hours of operation.

Hours of operation may be reduced between semesters.

Assessment Centers'

(Exams for fully online classes are taken in the Assessment Centers)

Fall & Spring Hours of Operation

All exams must be completed by the closing times listed below.

Monday – Thursday All campuses 8:00 am – 8:30 pm

Friday All campuses 8:00 am – 2:30 pm

The Academic Support Centers and Assessment Centers have different hours of operation.

Hours of operation may be reduced between semesters.