



NCTC TESTING CENTERS:

CORINTH: 940-498-6435 corinthtesting@nctc.edu (1500 North Corinth Street)
DENTON: 940-380-2509 dentontesting@nctc.edu (316 E. Hickory Street)
FLOWER MOUND: 972-899-8335 flowermoundtesting@nctc.edu (1200 Parker Square)
GAINESVILLE: 940-668-4216 gainesvilletesting@nctc.edu (1525 West California)
GRAHAM: 940-521-0720 grahamtesting@nctc.edu (928 Cherry Street)
BOWIE: 940-872-4002 ext. 5212 bowietesting@nctc.edu (810 South Mill Street)

NCTC Testing Services

The mission of NCTC Testing Services is to provide high-quality testing services that adhere to the professional standards and guidelines to meet the needs of students, faculty, and community members. We are continuing to enhance the student and faculty testing experience with the addition of RegisterBlast, NCTC's online scheduling portal. Students will have access to appointment scheduling 24/7, no longer relying on waiting to schedule exams and receive confirmations during our standard business hours. We are striving to meet the needs of our students as our data has shown most students make requests for scheduling after hours and over the weekend. The implementation of this service will serve as an important tool to be more student forward.

*Students will be able to schedule appointments as early as September 14, 2020.
Please have the student reach out to a Testing Center via email if earlier assistance is needed.

Students will schedule their NCTC Professor Approved OSD Department Exam or NCTC Professor Approved Make-Up Department Exam by visiting one of the NCTC RegisterBlast portals.

www.registerblast.com/nctcorinth
www.registerblast.com/nctcflower
www.registerblast.com/nctcgainesville

Bowie and Graham students will schedule via direct email at:
grahamtesting@nctc.edu or bowietesting@nctc.edu

**** Space and Seating are limited. ****

Students registered with the Office for Students with Disabilities should be given priority.

Exam Submissions:

- A Faculty Cover Sheet must be completed and turned in with each exam, one per student. There should be no assumptions for instructions.
- It is preferred that exams be delivered to the Testing Center, but exams may also be emailed.

IMPORTANT: Students will have 24 hours before exam to schedule. For a successful testing experience, it will be CRITICAL for your student's exam to be delivered in a timely fashion.



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TESTING CENTER INFORMATION:

- Students will schedule at least 24 business office hours in advance of exam, and confirm appointment time with their professor. If there is no test at the time of the exam, the student will not be able to take the exam and must make other arrangements.
- Photo ID: Current (non-expired) & recognizable (required). Accepted forms of ID include:
 - Driver's License
 - School Photo ID – Dual Credit students ONLY may use a current year High School Photo ID
 - Passport
 - Government issued Photo ID
- Student will bring any materials allowed or required: i.e. calculator, scantron, blue book, etc. Testing Centers DO NOT provide any materials.
- Testing will not be permitted beyond the maximum time allowed as indicated, or past the office closing time.
- If student arrives more than 15 minutes late to the scheduled appointment, they may be asked to reschedule for another day.
- If student is ill or for any other reason, it is their responsibility to reschedule their exam if allowable.
- The Testing Center will not administer an expired (past due) exam. Professor must contact the Testing Center to approve an extension.

TESTING CENTER REGULATIONS:

- **THE TESTING CENTER WILL PROVIDE SCRATCH PAPER AND NO. 2 PENCILS.** The Testing Center prohibits any outside utensils unless approved by the ADA.
- **THE TESTING CENTER PROHIBITS UNAUTHORIZED PERSONAL ITEMS:** This includes but is not limited to cell phones, electronic devices, watches, wearable technology, purses, bags, tobacco, gum, food and/or drinks.
- **STUDENT IS PROHIBITED FROM WEARING THE FOLLOWING IN THE TESTING CENTERS:** hats, jackets, coats, hoodies, sweaters with pockets, large jewelry and/or headscarves, unless worn for religious purposes, and items may be subject to inspection.
- **IT IS RECOMMENDED THAT STUDENT DOES NOT BRING PERSONAL ITEMS.** Any personal items will need to fit in a Ziplock bag. Testing Centers are not responsible for any lost, stolen, misplaced or damaged items.
- **THE TESTING CENTER DOES NOT ALLOW ANY GUESTS.** Guests (including children and parents) must wait off campus.
- **THE TESTING CENTER PROHIBITS TALKING, EXCEPT FOR COMMUNICATING WITH THE TESTING CENTER STAFF.** Student understands that communication with any other examinee during your test is prohibited. Student further agrees not to cheat, disrupt or behave in a way that would adversely affect student performance or that of others.
- **STUDENT MUST COMPLY WITH ALL TESTING CENTER RULES AND CONDITIONS.** If student fails to do so student will be dismissed from test administration and may face disciplinary actions at the discretion of NCTC.



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SPECIAL STUDENT COVID 19 INSTRUCTIONS*

- Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?
- To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19 in the past 14 days?
- Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
- Have you or anyone in your household been tested for COVID-19?

If the answer to even ONE of the questions above is **YES**, you will not be able to visit a campus in person and should contact your instructor for other arrangements.

Everyone entering the campus must enter at the main entrance door and be screened with temperature checks.

FACE MASK POLICY:

The Office of Testing Services requires all employees, and anyone entering the office to wear a face covering over the nose and mouth upon arrival into our offices. Test takers may be asked to lift the mask for facial recognition during the check-in or check-out process. We appreciate your cooperation while we continue to monitor and follow state-wide face covering mandates.