



## NCTC TESTING CENTERS

BOWIE	940-872-4002	<a href="mailto:bowietesting@nctc.edu">bowietesting@nctc.edu</a>	810 South Mill St.   Room 124
CORINTH	940-498-6435	<a href="mailto:corinthtesting@nctc.edu">corinthtesting@nctc.edu</a>	1500 North Corinth St.   Room 190
DENTON	940-380-2509	<a href="mailto:dentontesting@nctc.edu">dentontesting@nctc.edu</a>	316 E. Hickory   Room 108
FLOWER MOUND	972-899-8335	<a href="mailto:flowermoundtesting@nctc.edu">flowermoundtesting@nctc.edu</a>	1200 Parker Square   Room 100
GAINESVILLE	940-688-3383	<a href="mailto:gainesvilletesting@nctc.edu">gainesvilletesting@nctc.edu</a>	1525 W. California   Admin Bldg. Room 104
GRAHAM	940-521-0720	<a href="mailto:grahamtesting@nctc.edu">grahamtesting@nctc.edu</a>	924 Cherry St.   Main Bldg.

<p><b>NCTC Testing Services Mission Statement</b></p>	<p>Testing Centers support the integrity of the testing process by creating an environment conducive to productive testing, providing great customer service by accommodating students and collaborating with faculty, administrators, other colleges and universities, and working with testing vendors and national organizations to keep abreast of best practices.</p>
---	--

<p><b>STUDENTS</b></p> <p><b>Office for Students with Disabilities (OSD)</b></p>	<p><b>OSD New Students:</b></p> <ul style="list-style-type: none"> <li>Accommodations require advance preparation. Please contact <a href="#">Office for Students with Disabilities</a> for any assistance.</li> </ul> <p><b>OSD Current Students:</b></p> <ul style="list-style-type: none"> <li>Contact the <a href="#">Office for Students with Disabilities</a> at the beginning of <b>each semester</b>.</li> </ul>
--	--

<p><b>STUDENTS</b></p> <p><b>How to Register for your NCTC Classroom Exams</b></p> <p><i>NCTC Testing Services are offered by appointment only</i></p> <p><i>Classroom Exams are NOT charged any testing fees</i></p>	<p><b>REGISTER EARLY!</b></p> <p>Schedule <u>at least 24 business office hours</u> in advance of exam.</p> <ul style="list-style-type: none"> <li><u><i>If you have a Monday exam, please schedule by noon on the Thursday before.</i></u></li> </ul> <p>Only reserve <b>ONE TIME</b> for the same test.</p> <p><b>Classroom Exam scheduling using RegisterBlast:</b></p> <ul style="list-style-type: none"> <li>Corinth Campus: <a href="http://www.registerblast.com/nctcorinth">www.registerblast.com/nctcorinth</a></li> <li>Denton Campus: <a href="http://www.registerblast.com/nctcdenton">www.registerblast.com/nctcdenton</a></li> <li>Flower Mound Campus: <a href="http://www.registerblast.com/nctcflower">www.registerblast.com/nctcflower</a></li> <li>Gainesville Campus: <a href="http://www.registerblast.com/nctcgainesville">www.registerblast.com/nctcgainesville</a></li> </ul> <p>After you successfully register, you will start receiving emails (appointment confirmation and reminders) from RegisterBlast. <b>NO CONFIRMATION EMAIL = NO APPOINTMENT</b></p> <p><b>Classroom Exam scheduling via Email:</b></p> <ul style="list-style-type: none"> <li>Bowie Campus: <a href="mailto:bowietesting@nctc.edu">bowietesting@nctc.edu</a></li> <li>Graham Campus: <a href="mailto:grahamtesting@nctc.edu">grahamtesting@nctc.edu</a></li> </ul>
---	--

**All “Other Classroom Exams” Registrations ONLY (*not Online Math students*):**

- It will be **your responsibility** to forward the appointment confirmation to your professor, **NOT** the Testing Center. (*Your professor needs to know which Testing Center to send your exam.*)

**RESCHEDULING OR CANCELLING YOUR APPOINTMENT:**

- If you are ill or for any other reason, **it is your responsibility** to contact your professor and reschedule your exam if allowed.
- If you do not plan to keep your appointment, please cancel promptly so seats can open for other students.

**You can use RegisterBlast to reschedule OR cancel any appointment.**  
*Follow “How to Reschedule” steps found on the RegisterBlast home page.*

Need more help? Email your Testing Center.

**TEST DAY REQUIRED:**

**PHOTO ID:** Testing is NOT permitted without a Government issued Photo ID.

Accepted forms of Photo ID include:

- Driver’s License
- School ID
- Passport
- Government issued Photo ID

**RESPONSIBILITIES:**

**MATH STUDENTS - Are you allowed a Calculator?**

**IF YES,** check with your professor which type of calculator is allowed **PRIOR** to test check-in.

- *Can you use a Scientific Calculator **ONLY**?*
- *Or, can you use a Graphing **AND/OR** Scientific Calculator?*



Basic scientific calculator



Graphing / programmable calculator

**NON-MATH STUDENTS – Do you need a Scantron, Blue Book, etc.?**

**IF YES,** check with your professor what is required **PRIOR** to test check-in.

**IMPORTANT:**

**\*\*YOU MUST PROVIDE YOUR OWN CALCULATOR OR MATERIALS\*\***  
Testing Centers **DO NOT PROVIDE OR SELL** calculators or any materials.

**STUDENTS**  
**Requirements**  
**&**  
**Responsibilities**

	<ul style="list-style-type: none"> <li>• If you arrive more than 15 minutes late to the scheduled appointment, you <i>may</i> be asked to reschedule for another day.</li> <li>• The Testing Center <b>will not</b> administer an expired (past due) exam. Your professor will need to contact the Testing Center to allow an extension.</li> <li>• Testing will not be permitted beyond the maximum time allowed as indicated, or past the office closing time.</li> <li>• You will make other testing arrangements if your test is not in the Testing Center at the time of your appointment.</li> <li>• Face masks are optional while you are on campus.</li> </ul>
--	--

<p><b>TESTING CENTER STAFF RESPONSIBILITES</b></p> <p><b>Regulations</b></p>	<p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• <b>THE TESTING CENTER WILL PROVIDE SCRATCH PAPER AND NO. 2 PENCILS.</b> The Testing Center prohibits any outside utensils unless approved by the ADA.</li> <li>• <b>THE TESTING CENTER PROHIBITS UNAUTHORIZED PERSONAL ITEMS:</b> This includes but is not limited to cell phones, electronic devices, watches, wearable technology, purses, bags, tobacco, gum, food and/or drinks.</li> <li>• <b>STUDENT IS PROHIBITED FROM WEARING THE FOLLOWING IN THE TESTING CENTERS:</b> hats, jackets, coats, hoodies, sweaters with pockets, large jewelry and/or headscarves, unless worn for religious purposes. Prohibited items may be subject to inspection.</li> <li>• <b>IT IS RECOMMENDED THAT STUDENT DOES NOT BRING PERSONAL ITEMS.</b> Testing Centers are not responsible for any lost, stolen, misplaced or damaged items.</li> <li>• <b>THE TESTING CENTER DOES NOT ALLOW ANY GUESTS</b> (including children and parents) to wait inside the Testing Center.</li> <li>• <b>THE TESTING CENTER PROHIBITS TALKING, EXCEPT FOR COMMUNICATING WITH THE TESTING CENTER STAFF.</b> 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.</li> <li>• <b>STUDENT MUST COMPLY WITH ALL TESTING CENTER RULES AND CONDITIONS.</b> If student fails to do so student will be dismissed from test administration and may face disciplinary actions at the discretion of NCTC.</li> </ul>
--	---