

**Testing Center Policies and Information**

Indian Hills Community College

**LOCATIONS:**

**In Ottumwa:**

Testing Center  
Trustee Hall, 1<sup>st</sup> Floor  
525 Grandview Avenue  
Ottumwa, IA 52501  
(641) 683-5142 or FAX (641) 683-5263  
Email: [testing@indianhills.edu](mailto:testing@indianhills.edu)

**In Centerville:**

Academic Services/Testing & SUCCESS Center  
721 North 1<sup>st</sup> Street  
Centerville, IA 52544  
(641) 856-2143, ext. 2214

**CONTACTS TO REQUEST INFORMATION OR ARRANGE FOR TESTING:**

**In Ottumwa:**

TC Front Desk      (641) 683- 5142  
TC Coordinator    (641) 683-5233  
Disability Services (641) 683-5749

**In Centerville:**

Success Center      (641) 856-2143, ext. 2214

**HOURS OF OPERATION:**

**In Ottumwa:**

Monday, Tuesday, Wednesday, Thursday    7:15 a.m. – 4:45 p.m.  
Saturday (By Appointment Only)            8:00 a.m. – 12:00 p.m.

**In Centerville:**

Monday through Thursday                    7:15 a.m. – 4:45 p.m.

Every effort will be made, at either site, to accommodate requests for specific tests outside regular hours, but such arrangements will be contingent upon the availability of staff for specific times and dates.

**TESTING SCHEDULE:**

**Students will not be allowed to begin a test any later than one hour prior to closing.  
For tests requiring more than one hour, the start times would be adjusted accordingly.**

**Tests are available at the Indian Hills Testing Centers. All tests are available on the Ottumwa campus and some are available on the Centerville campus. (\* denotes tests available in Centerville)**

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TEST	TIMES	FEE
ACT*	Contact <a href="http://www.act.org">www.act.org</a> for costs and dates of testing.	Payment made online to ACT.org
ACCUPLACER (Next Generation)*	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Appointment Only) 8 a.m. – 12 p.m.	IHCC students first two attempts free. A \$20 fee applies for people attending a school other than IHCC or para-professional certification. Students are only allowed to complete the ACCUPLACER (Next Generation) exam three times within a year of the first attempt with a minimum of two weeks in between exams. ACCUPLACER (Next Generation) scores must have been completed two years prior to program start term. <i>(check, credit, money order, or cash)</i>
ALEKS*	Student must register online at <a href="https://aleks.com">https://aleks.com</a> . Call IHCC Testing Center for further assistance.	\$15.00 for all testers payable online. \$30.00 for non IHCC students needing proctored.
Aviation (FAA)	Students must schedule and pay online at <a href="https://faa.psiexams.com/faa/login">https://faa.psiexams.com/faa/login</a>	\$160.00 for all exams payable online.
CLEP*	Call for appointment following registration with CLEP at <a href="http://www.collegeboard.com/clep">www.collegeboard.com/clep</a>	\$124.00 \$35 payable to IHCC on test day <i>(check, credit, money order, or cash)</i> and \$89 payable to CLEP upon setup of tester account.
CNA*	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Appointment Only) 8 a.m. – 12 p.m.	\$55 Written Test \$95.00 Skills Test \$55 payable to Testing Center and \$95 payable to Nursing upon setup test. <i>(check, credit, money order, or cash)</i>
Dental Testing (dentists, dental hygiene, dental assistant)*	Call IHCC Testing Center for appointment. Student must bring verification form to test.	\$20 payable to IHCC <i>(check, credit, money order, or cash)</i>
Hiset	Students must register and schedule at <a href="https://hiset.ets.org/">https://hiset.ets.org/</a>	Payment is made directly to Hiset
Iowa Department of Revenue	Register online at <a href="https://tax.iowa.gov/assessor-deputy-assessor-exam">https://tax.iowa.gov/assessor-deputy-assessor-exam</a> . Call IHCC Testing Center for appointment.	\$20.00 payable to IHCC (check, credit, money order, or cash)
IHCC student make-up testing*	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Appointment Only) 8 a.m. – 12 p.m.	No charge
IHCC student online testing*	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Appointment Only) 8 a.m. – 12 p.m.	No charge

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IHCC student Spanish Placement	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Appointment Only) 8 a.m. – 12 p.m.	No charge
National Institute of Metal Working	Students must register at <a href="https://www.nims-skills.org/web/nims/home">https://www.nims-skills.org/web/nims/home</a> and call IHCC Testing Center for appointment.	Payment is made directly to NIMS
Pearson Vue	Contact: <a href="http://www.pearsonvue.com/test-taker.asp">http://www.pearsonvue.com/test-taker.asp</a> or call (866) 673-6896 to schedule test	Payment is made directly to Pearson Vue
Pesticide Testing*	Call IHCC Testing Center for appointment	\$20 each day of testing; <i>(check, credit, money order, or cash)</i>
Plumbing and Mechanical State Exams (HVAC)	Call to register at Kirkwood 319-398-7768 or 319-398-5529 for test. Then contact IHCC Testing Center for appointment.	Payment made to Kirkwood
Prepare to Care	Students must register at <a href="https://ia.tmuniverse.com/">https://ia.tmuniverse.com/</a> . Then contact IHCC Testing Center for appointment.	\$38.00 payable to IHCC <i>(check, credit, money order, or cash)</i>
Proctoring for another school*	Call IHCC Testing Center for appointment	\$10 per test if non Iowa school <i>(check, credit, money order, or cash)</i>
PSI	Contact <a href="https://candidate.psiexams.com/">https://candidate.psiexams.com/</a> to register and schedule your exam	Payment is made to PSI
ServSafe	Call IHCC Testing Center for appointment	\$0.00 for IHCC students (part of tuition). \$50.00 for non students.
Scantron	Student must register and schedule at <a href="https://www.scantron.com/candidate-services/">https://www.scantron.com/candidate-services/</a>	Payment is made directly to Scantron
TEAS	Register at <a href="http://www.atitesting.com">www.atitesting.com</a> . After registering online call IHCC Testing Center for appointment.	\$90.00 payable to IHCC. Students are only allowed to complete the TEAS exam three times within twelve months with a minimum of two weeks between exams. TEAS results must be completed within five years prior to program start term. <i>(check, credit, money order, or cash)</i>

### **INSTRUCTOR REQUIREMENTS:**

Faculty are responsible for delivery of their tests to the Testing Center and for communicating with Testing Center staff regarding any special requirements for students.

#### **Tests being proctored by the Center should include:**

- The student's name
- The instructor's name and phone extension
- Any special requirements for completing the exam, (time limit, use of notes, use of books etc.,)
- If scantron sheets or extra paper are to be used for answers or essays, they should be attached to each test sheet individually.
- **If an online or Collaborate course, the name of the students testing in that center.**
- Tests are to be up-to-date with correct year and term on the test and answer sheet.
- Make-up tests should be referred to the Testing Center for major exams only. Faculty have access to their test files any time the Testing Center is open and may add or retrieve tests at that time. The student will be responsible for contacting the instructor to let him/her know the test has been completed.

### **STUDENT REQUIREMENTS:**

All students will be required to:

- Provide a picture ID that displays first and last name. Tests will not be given without one.
- Know the last name of their instructor.
- Sign in to the Testing Center with their name, and type of test they will be taking, i.e. makeup or online.
- Sign out with the time of completion once testing is completed.
- Cell phones, smart watches, or other electronic devices are to be turned OFF and put in a locker while testing
- Leave all books and other personal items in a locker while testing.
- Complete any/all tests students have started in one sitting. Students who must leave the center prior to completing their tests will not be allowed to continue testing. Students will need to make arrangements with their instructors for any additional time on their tests.

### **STUDENTS WITH DISABILITIES:**

Students with disabilities who require special accommodations for testing should contact Disability Services at (641) 683-5749 to schedule an appointment with a disability services coordinator.