

Indian Hills Community College Testing Center Policies and Information

Testing Center Policies and Information

Indian Hills Community College

To schedule testing: <https://ihcc.edu/schedulemytest>

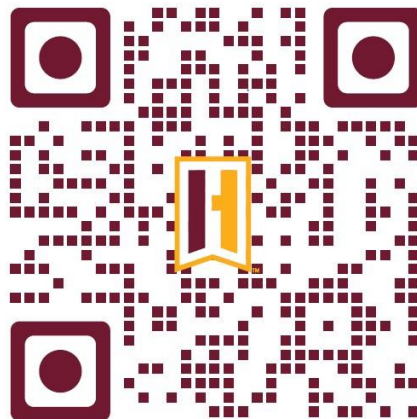
LOCATIONS:

In Ottumwa:

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

In Centerville:

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



CONTACTS TO REQUEST INFORMATION OR ARRANGE FOR TESTING:

We ask that you schedule 3 business days in advance 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- Thursday 7:15 a.m. – 4:45 p.m.
Saturday 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)

Indian Hills Community College Testing Center Policies and Information

TEST	TIMES	FEE
ACT*	Contact www.act.org for costs and dates of testing.	Payment made online to ACT.org
ACCUPLACER *	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Ottumwa 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 exam three times within a year of the first attempt with a minimum of two weeks in between tests. ACCUPLACER scores must have been completed two years prior to the start of the program term.
ALEKS*	Student must register online at https://aleks.com . Contact IHCC Testing Center for more information.	\$15.00 for all testers payable online. \$30.00 for non IHCC students needing proctored.
Aviation (FAA)	Students must schedule and pay online at https://faa.psiexams.com/faa/login	\$175.00 for all exams payable online
CLEP*	Contact Testing Center for appointment following registration with CLEP at www.collegeboard.com/clep	\$132.00 \$35 payable to IHCC \$97 payable to CLEP upon setup of tester account.
CNA*	Monday, Tuesday, Wednesday, Thursday 10am or 2pm Saturday (Ottumwa Only) 10am	\$65 Written Test \$125.00 Skills Test
DCP (Community Living Professional, Health Support Professional, and Personal Support Professional)*	Students must register at https://ia-dcp.tmutest.com/ Contact IHCC Testing Center for appointment.	\$38 payable to IHCC
Dental Testing (dentists, dental hygiene, dental assistant) *	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Ottumwa Only) 8 a.m. – 12 p.m.	\$20 per test payable to IHCC
Hiset*	Students must register and schedule at https://hiset.ets.org/	Payment is made directly to Hiset
IHCC classroom testing*	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Ottumwa Only) 8 a.m. – 12 p.m.	No charge

Indian Hills Community College Testing Center Policies and Information

IHCC student Spanish Placement*	Monday, Tuesday, Wednesday, Thursday 7:15 a.m. – 4:45 p.m. Saturday (Ottumwa Only) 8 a.m. – 12 p.m.	No charge
Iowa Applicator Pesticide*	Contact: IHCC Testing Center for appointment.	\$30 per day.
Kryterion	Contact: https://www.kryterion.com/test-candidate/ or call 1 (602) 659-4660 to schedule test	Payment is made directly to Kryterion
Meazure Learning	Contact: https://www.meazurelearning.com/candidate-services or call 1 (855) 772-8678 to schedule test	Payment is made directly to Meazure Learning
National Institute of Metal Working	Students must register at https://www.nims-skills.org/web/nims/home and contact IHCC Testing Center for appointment.	Payment is made directly to NIMS
Pearson Vue	Contact: https://www.pearsonvue.com/us/en/test-takers.html or call (866) 673-6896 to schedule test	Payment is made directly to Pearson Vue
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
Proctoring for another school or organization*	Contact IHCC Testing Center for appointment	\$20 per test if non-Iowa Community College
Prometric (ASE-Automotive Service Excellence)	Contact https://secure.reg3.prometric.com/programinformation.aspx?mode=schedule or 1.888.736.0134 to register and schedule your exam	Payment is made to Prometric
PSI	Contact https://candidate.psiexams.com/ or 855-340-0092 to register and schedule your exam	Payment is made to PSI

Indian Hills Community College Testing Center Policies and Information

ServSafe	Contact IHCC Testing Center for appointment	\$0.00 for students (part of tuition). \$60.00 for non-students
TEAS	Register at www.atitesting.com . After registering online contact IHCC Testing Center for appointment.	\$95.00 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.

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. We require all instructors to utilize the online **Instructor Testing Center Form** which can be provided to you by the Testing Center

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 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.
- 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:

Students are required to use the online Testing Center Scheduling Request form completed 3 business days prior to testing.

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. make-up or online.
- Sign out with the time of completion once testing is completed.
- Cell phones 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 SPECIAL ACCOMODATIONS:

Students who require special accommodations for testing should contact Disability Services at (641) 683-5749 to schedule an appointment.