



# Testing Center - Spring 2024

## Academic Testing Hours of Operation

<i>Academic Testing Only (See reverse/bottom of page for Placement Testing Hours)</i>		
	<b>OPEN</b>	<b>CLOSE</b>
Monday through Thursday	8:30 am	7:00 pm
Friday	8:30 am	4:00 pm
Friday 5/24	8:30 am	12 Noon
Saturday (Closed on 2/3, 2/10, 2/17, 3/16, 5/18, 5/25)	9:00 am	3:00 pm

*Students in the Center at Closing Time have 30 minutes to complete testing*

### Center **CLOSED** on these dates

- Monday, Feb. 19 (Presidents Day)
- Friday, Feb. 23 - Close at Noon
- Mar. 11 - Mar. 17 (Spring Break)
- Thursday, April 4- Closed at Noon
- Friday, April 5 - Open at Noon
- May 18 and 25 (Saturdays between semesters)
- Monday, May 27 (Memorial Day)
- Friday, May 31 (SAPCR Retreat)

### **PGCC Student ID's are REQUIRED**

Students taking academic tests (any test pertaining to a course in which a student is enrolled at the college) are required to have a PGCC Student ID card. The PGCC ID card must be presented to Testing Center staff when checking into the center. **Any student who does not present a valid PGCC Student ID will not be allowed to take an academic test.**

Students are encouraged to obtain a PGCC Student ID as soon as they are registered for classes and should carry it whenever they are on campus.

- Students are only allowed to have the following items at their testing stations: photo ID, pen/pencil, SAS locker key (if a locker is used) and a calculator provided by the Testing Center (if allowed by the instructor). **Students are NOT permitted to use their own calculators - All possessions brought into the Center must be secured in lockers** (coin-operated - requires a quarter - returned when locker is re-opened). Any item or material which the SAS staff determines to be a security risk or potentially disruptive or distracting will not be allowed. Once testing begins, students may NOT access their locker again until the test has been submitted.
- Cell phones, smartphones, and all electronic communication, data storage, or recording devices are prohibited and cannot be used as calculators or for any purpose. Possession of these devices is a violation of academic integrity and is prohibited.
- Communication with other students while testing is a violation of academic integrity and is prohibited.
- Copying, retaining, or distributing examination materials is a violation of academic integrity and is prohibited.
- Unauthorized use of computers, notes, books, or other study aids is a violation of academic integrity and is prohibited.
- Once testing has begun, students cannot leave the Center until their test is submitted to the Student Assessment Services staff. Once submitted (or abandoned by unauthorized departure), a test cannot be resumed. The Center does not have restrooms. Restroom breaks are not permitted.
- Disruptive behavior is prohibited and may result in permanent expulsion from the Center. Food, drink, etc. are prohibited.
- No children, family members, or friends are allowed in the testing center. No childcare is provided at the Center.
- Disability accommodations must be requested through and approved by the Disability Support Services Office in advance.
- Students in the Testing Center are subject to strict proctoring and observation at all times.

Testing Center - Academic Testing Service Hours

Revised 5/10/24

Spring 2024

Students in the Center at Closing Time have 30 minutes to complete testing

February						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 8:30 - 7:00	2 8:30 - 4:00	3 CLOSED
4	5 8:30 - 7:00	6 8:30 - 7:00	7 8:30 - 7:00	8 8:30 - 7:00	9 8:30 - 4:00	10 CLOSED
11	12 8:30 - 7:00	13 8:30 - 7:00	14 8:30 - 7:00	15 8:30 - 7:00	16 8:30-4:00	17 CLOSED
18	19 CLOSED	20 8:30 - 7:00	21 8:30 - 7:00	22 8:30 - 7:00	23 Close Early 8:30-12:00	24 9:00-3:00
25	26 8:30 - 7:00	27 8:30- 7:00	28 8:30 - 7:00	29 8:30 - 7:00		

March						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 8:30 -4:00	2 9:00-3:00
3	4 8:30 - 7:00	5 8:30 - 7:00	6 8:30 - 7:00	7 8:30 - 7:00	8 8:30-4:00	9 9:00-3:00
10	11 Spring Break	12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break	16 Spring Break
17	18 8:30 - 7:00	19 8:30 - 7:00	20 8:30 - 7:00	21 8:30 - 7:00	22 8:30-4:00	23 9:00-3:00
24	25 8:30 - 7:00	26 8:30 - 7:00	27 8:30 - 7:00	28 8:30 - 7:00	29 8:30-4:00	30 9:00 - 3:00

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 8:30 - 7:00	2 8:30 - 7:00	3 8:30 - 7:00	4 Close Early 8:30-12	5 Open Late 12 - 4:00	6 9:00-3:00
7	8 8:30 - 7:00	9 8:30 - 7:00	10 8:30 - 7:00	11 8:30 - 7:00	12 8:30-4:00	13 9:00-3:00
14	15 8:30 - 7:00	16 8:30 - 7:00	17 8:30 - 7:00	18 8:30 - 7:00	19 8:30-4:00	20 9:00-3:00
21	22 8:30 - 7:00	23 8:30 - 7:00	24 8:30 - 7:00	25 8:30 - 7:00	26 8:30-4:00	27 9:00-3:00
28	29 8:30 - 7:00	30 8:30 - 7:00				

May						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 8:30 - 7:00	2 8:30 - 7:00	3 8:30 - 4:00	4 9:00-3:00
5	6 8:30 - 7:00	7 8:30 - 7:00	8 8:30 - 7:00	9 8:30 - 7:00	10 8:30-4:00	11 9:00-3:00
12	13 8:30 - 7:00	14 8:30 - 7:00	15 8:30 - 7:00	16 8:30 - 7:00	17 8:30-4:00	18 CLOSED
19	20 8:30 - 7:00	21 8:30 - 7:00	22 8:30 - 7:00	23 8:30 - 7:00	24 8:30-Noon	25 CLOSED
26	27 CLOSED	28 8:30 - 7:00	29 8:30 - 7:00	30 8:30 - 7:00	31 CLOSED	

Service Hours for Placement Testing & Other Services No Saturday Placement Testing during the months of February, March, April, and May.	Walk-in Hours	OPEN	Must Begin By:	Must Finish By:
	Monday through Thursday	8:30 am	6:00 pm	8:00 pm
	Friday	8:30 am	2:00 pm	4:00 pm