Test Center Policies

- Photo ID is required for tests.
- Only exam candidates are allowed into the Testing Center.
- Staff cannot watch unattended children. Make your own childcare arrangements prior to arriving for your exam.
- Food and beverages are not permitted in the Testing Center.
- Electronic devices, mechanical pencils and personal items are not permitted in the Testing Center.
- Examinees may not take notes or scratch paper out of the Testing Center.
- Calculators are permitted for specific tests and may be inspected prior to use.
- Open book/open note testing is only permitted for authorized tests.
- Once a test is issued it must be completed in one sitting.
- Talking is not allowed in the Testing Center.
- Acts of dishonesty will be reported.

Testing Services

Room Location
Moore County - Crouch Center Room 1043
Smyrna - Science, Technology Bldg. Room 124
McMinnville - Library
Fayetteville - Classroom 025

Limited testing services are provided at the Smyrna, McMinnville and Fayetteville campuses.

*Room location subject to change at any time; directory signs posted at each campus.

Motlow State Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For inquiries regarding non-discrimination policies, contact equity@mscc.edu.

60-030301-0215
Testing Services

Motlow College offers a wide variety of testing options for potential and current students. All major tests are available on the Moore County Campus. Tests are also offered at the Fayetteville, McMinnville and Smyrna centers. You must schedule an appointment for all tests.

Testing Times

The Test Center operates on college business hours. Office hours may be cancelled when classes are compressed or cancelled. The Test Center will close if the College closes.

Inclement Weather

Information concerning day classes will be provided to radio stations, television stations in the service area as well as Nashville, Chattanooga, and Huntsville stations. Information regarding class cancellation or delay is also listed on the Motlow web page, www.mscc.edu or campus alerts.

Programs & Services

What tests are available?

ACT (An assessment of college readiness)
CLEP (College Level Examination Program)
COMPASS (An assessment of student readiness and placement for college level work)
CORRESPONDENCE/DISTANCE EDUCATION TEST (Proctoring for other colleges and universities)
EXIT EXAM (Required for graduating sophomores)
GED (High school equivalency exam)
HiSET (High school equivalency exam)
HESI ENTRANCE EXAM (Health Education Systems Exam administered for entrance into Motlow’s Nursing Program)
RODP/MSCC ONLINE PROCTORING REGISTRATION (Proctoring for TBR and MSCC online classes)
Makeup Test (Makeup tests must be approved by the instructor prior to scheduling an appointment online)

Scheduling an Appointment

Students are required to schedule an appointment to take an exam. The registration process consists of:
1. Go to web address: www.mscc.edu
2. Click on “Quicklinks”
3. Choose “My Motlow/Banner” then Select “Student Login”
4. Students are to sign into their MyMotlow account.
   a. Enter User ID: Your A#
   b. Enter PIN #
5. Once you sign in, choose the tab that reads: “Student”
6. Click “Testing/Proctoring Services”
   a. Registration
      Check your registration status, class schedule and add or drop classes. view textbook information Academic Alert
      Stay on Track - Check your to view Your Progress Course
   b. Student Records
      View your grades, grades and transcripts
   c. Student Account
      View your account, tax information, confirm enrollment and make credit card payments. PAY FEES ONLINE
   d. Motlow OPS Graduation Planning System
5. Testing/Proctoring Services
   a. Register for the Compass exam or exam proctoring at the Testing Center
   b. Applications for Nursing, Scholarships, Access and Diversity Grant
   c. Applications for Nursing, Scholarships, Grants and more
   d. Change of Major Form
   e. If you would like to change your major, please complete this form and return to the Admissions and Records Office
7. Next choose the link for the Test you want to take.
8. Read “Testing Agreement”
   a. Click “Continue to Registration”
9. Select the campus where class is held.
10. Then select Continue with Registration.
11. Select the time and date that fits your schedule.
12. Once you have completed this, click Submit.

Students will receive a confirmation e-mail with appointment details. To cancel an appointment, e-mail or call the testing center.

STUDENTS ARE REQUIRED TO SHOW A PICTURE ID.