

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.



MOTLOW COLLEGE

My Motlow. My Future.

Testing Services
P.O. Box 8500 - Dept. 540
Lynchburg, TN 37352-8500
e-mail: tcenter@mscc.edu

Phone: 931.393.1763

Fax: 931.393.1899

www.mscc.edu

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

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.*

A Tennessee Board of Regents Institution

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.msc.edu or campus alerts.

WSMV-TV (Channel 4) WAHR

WTVF-TV (Channel 5) WJAB

WKRN-TV (Channel 2) WZYP

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)

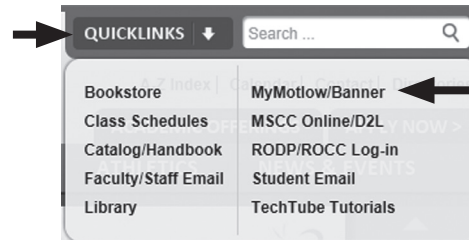
RODP/MSCC ONLINE PROCTORING REGISTRATION
(Proctoring for TBR and MSCC online classes)

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.msc.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**"
Student
-
- Registration
 - Academic Alert
 - Student Records
 - Student Account
 - Testing/Proctoring Services
 - Applications for Nursing, Scholarships, Grants, and more
 - Change of Major Form
7. Next choose the link for the Test you want to take.
Exam Proctor Menu

Exam Proctor Menu

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- CLEP Exam Registration
 - Compass Test Registration
 - Distance Ed and Correspondence Exam Registration
 - ETS Exit Exam Registration
 - Learning Support Exam Registration
 - Makeup Test Registration
 - Nursing Competency Exam
 - Residual ACT Test Registration
 - RODP or Motlow Online Proctoring Registration

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 your 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.