



## Student Guide to Testing Services Edison State Community College

Welcome to Testing Services, located in the Tutoring Center at Edison State Community College! Please follow these steps when using our services:

### Before test day:

1. Make sure you know the date and time your instructor wants you to take your test. Contact the Tutoring Center if your instructor requires a proctor (someone to monitor you while testing). The Tutoring Center contact information can be found below.
2. If you have spoken with Edison State's Disability Services, review the information regarding accommodations below.

### Test day:

#### Before your test

1. You are required to have one form of photo identification (Student I.D. or Driver's License) ready to show to a Tutoring Center staff member.
2. Have the materials you need and are permitted to use for your test.
3. Go to the Tutoring Center (located in the back of the Library) and let a staff member know that you need to take a test.
4. Place all materials (backpacks, phones, etc.) that are not required for your test in the area provided.

#### During your test

1. You are not permitted to use your cell phone or other electronics not listed on the testing form.
2. Refrain from talking to other students while in the testing room.
3. You will be asked to turn in your test when your time limit has been reached.

#### After your test

1. Give your test to a Tutoring Center staff member. They will ensure that your test is delivered to your instructor.
2. Collect your belongings before you leave the Tutoring Center.

**Additional information:**

**Accommodations**

1. You must have a Self-Identification Letter on file with the Tutoring Center if you require accommodations. Contact Edison State's Disability Services at 937-778-7808 for more information. You need a new letter each semester.
2. You need to schedule an appointment with the Tutoring Center if you need a reader, scribe, or private room. Please do this as far in advance as possible.

If you need further clarification or more information, please contact the Tutoring Center at [TutoringCenter@edisonohio.edu](mailto:TutoringCenter@edisonohio.edu) or call 937-778-7959.