



Spartanburg Community College

The Testing Center, 1875 East Main Street, Duncan, SC 29334
(864) 582-6190 / morrisc@sccsc.edu

Guidelines and Procedures

Hours: All tests offered by appointment only

8:00 AM – 4:00 PM Monday – Thursday

8:00 AM – 1:00 PM Friday

After-hours testing available Monday, Wednesday

The Testing Center

- The testing area is equipped with twelve workstations and two stations for paper tests.
- The testing area is monitored from the proctor area, and/or by video surveillance. The proctor will always be present.
- If applicable, results from proctor scored tests will be available within 48 hours.
- No talking is allowed inside the testing area.
- The request for testing must be submitted at least four days in advance.
- Tests must be scheduled to end prior to closing.
- The proctor will respond to testing requests within two business days.

Candidate Responsibilities

- The candidate must show a government issued picture I.D. prior to taking the exam. (i.e.: Driver's license, military ID)
- The candidate must abide by the SCC Testing Integrity Form.
- Only approved instruments/materials are allowed in the testing area. **No** coats, backpacks, purses, cellular phones, watches, hats, (except for religious reasons), or other electronic devices are allowed in the testing rooms. Please leave belongings in the car (except ID and allowed items).
- The candidate is required to arrive 15 minutes prior to the start of the test. SCC reserves the right to refuse a late candidate.
- Appropriate non-distracting attire is required.
- The candidate is responsible for bringing a completed and signed Testing Integrity Form to the testing appointment.

Corporate Responsibilities

- The business must thoroughly complete a Test Proctoring Form for Non-SCC Testing.
- The business is required to provide all testing information/materials in a timely manner prior to the proposed test date.
- Applicable fees will be assessed based on the nature of the test.
- The business is responsible for providing one Test Integrity Form to each candidate.
- The business is responsible for communicating all SCC policies to the candidate(s). Candidate(s) are expected to abide by all SCC policies with emphasis on those indicated on the Test Integrity Form.