**Student Success Center**

**Student Make-up Testing Procedures**

**Student Success Center Hours**

**Monday through Thursday: 8 a.m. to 5 p.m.**

**Friday: 8 a.m. to 2 p.m.**

**814.262.6451**

* Tests will be given only during regular Student Success Center hours as posted and must be scheduled 24 hours in advance through the Success Center Bookings link [https://outlook.office365.com/owa/calendar/MakeUpTesting@pennhighlands.edu/bookings/](https://outlook.office365.com/owa/calendar/MakeUpTesting%40pennhighlands.edu/bookings/)
* Students must present photo identification: either a valid Pennsylvania Highlands Community College student identification or a valid Pennsylvania driver’s license.
* Students are responsible for knowing the name of the instructor providing the make-up exam. Student Success Center staff will not provide this information.
* Students may not be accompanied by friends, classmates, or family during a make-up test.
* Students must allow enough time to finish a test within the time limit provided by the instructor and before the closing of the Student Success Center.
* Students must complete an exam once it has been given to them. Students are not permitted to begin an exam and later ask to leave the Student Success Center to return at another time.
* Cell phones and other electronic devices must be turned off or switched to vibrate while a student is in the Student Success Center. Students are not permitted to use cell phones in the Student Success Center.
* No materials are permitted on the table during testing except for those necessary to complete the test and approved by the instructor.
* Completed tests must be handed to a Student Success Center staff member. If a completed test is found lying on a desk or table, the instructor will be notified that the integrity of the test cannot be guaranteed.
* Students suspected of cheating will not be permitted to finish taking the exam and the instructor will be notified of the incident.
* Students testing at Blair, Ebensburg, Somerset, or Huntingdon must arrange for testing with the Center director or other staff member.
* Students requiring testing accommodations must work with the instructor and ADA Specialist one week in advance of the test date.