The Academic Testing Center (ATC) at Northeast Lakeview College offers test proctoring services under special circumstances for students enrolled in Alamo Colleges courses, specifically:

- **Make-up** testing for students who miss an exam date
- **Distance education** testing for online Alamo College courses that need a physical testing site
- **Special accommodation** testing for students who have proper documentation

**Students must present a valid picture ID.** No picture ID. No test. No exceptions.

**Students are responsible for knowing the ATC hours of operation.** Students should verify hours posted at the center and online before taking a test, as they may occasionally be subject to change.

**Students may test on a walk-in basis.** Students will be notified of the maximum time limit (the most amount of time allowed to spend on the test) and the minimum time limit (the least amount of time allowed to spend on the test). The ATC will strictly adhere to these guidelines.

**Students must plan responsibly to arrive with adequate time to complete their test.** Students should keep in mind that there may be a waiting period during peak testing times.

**Students may use only materials allowed by the instructor.** Students must leave all items not necessary for the test with the technician, including food, drinks, cell phones and electronic devices.

**Students are responsible for bringing allowed testing materials.** The ATC is not responsible for providing materials such as pen, pencils, scratch paper, calculators, etc.

**Students must be quiet in the testing area.** Talking or other disruptions will result in tests being picked up and returned to the instructor, regardless of completion status.

**Students must stay in the testing area until the test is complete, unless otherwise allowed by instructor.** Leaving the testing area will result in the test being picked up and returned to the instructor. If you have a special issue, please see the technician.

**Students must adhere to the Academic Integrity Policy.** Scholastic dishonesty issues, including but not limited to academic misconduct, cheating, and collusion, will result in the test being picked up and returned to the instructor. The instructor will be notified of the situation and may file an Academic Integrity Report. See the [Student Code of Conduct](#) for details.

**All tests must be turned in by closing time,** regardless of completion status, and will be returned to the instructor. Testing hours will not be extended under any circumstance.

*These guidelines are intended to help the Academic Testing Center provide quality service to students and faculty while protecting the integrity of the test proctoring process. If you have any questions, please call 486-5378 or visit NLIB 212.*