

Learning Commons Student Policies and Procedures

Building Hours of Operation

Due to liability concerns, students should not be in the Grady Edward Love Building until the building opens for the day. Typically, the building opens at 7:30 a.m. Monday-Friday. If the College is closed or delayed due to inclement weather or other reasons, the building will not open until the College opens. If the College closes early due to inclement weather or another reason, all students and staff should leave at the designated closing time.

Quiet and Learning Environment

The Learning Commons is a testing, tutoring and study area. Students who need to work in groups should go to the study corner. Those waiting for testers to finish may wait in the open area by the testing room in the Learning Commons.

Tutoring

Tutoring is available for students enrolled at Davidson-Davie CC. Students are required to sign in and out of all tutoring labs and appointments in the Learning Commons or other locations.

Food and/or Drinks

Eating and drinking is not permitted in testing areas. Drinks and snacks in the main center area are allowed as long as they are not at a computer station.

Personal Belongings & Lost and Found

The Learning Commons is not responsible for personal belongings left in the building. Personal belongings, including cell phones, cannot be left at the Learning Commons Welcome Desk. Any belongings that are not claimed within 24 business hours will be sent to the lost and found in the business office on the second floor of the Brooks Student Center.

Cell Phone Use

All student cell phones or other devices must be turned off prior to entering the Testing Center.

Learning Commons Computer Usage Policy

All computer users must abide by Davidson-Davie CC's Computer Usage Guidelines.

Children

Children are not permitted in the testing areas. Children are not permitted to use Learning Commons' computers. The parent may check out a Kindle if the child is 4 years old or above according to Kindle policies. Children should be with an adult at all times.

Learning Commons Study Rooms

Students wanting to reserve a study room can do so at the Welcome Desk by completing the study room reservation form. Please see the guidelines below for the use of a study room:

- Lights must remain on when study rooms are in use
- Study rooms are used for studying and homework only
- The quiet area rules apply in the study rooms
- No children are allowed in the study rooms

Learning Commons Headphones

Students may check-out headphones at the Welcome Desk.

Learning Commons Kindles

Students may check out Kindles at the Welcome Desk. An enrolled parent can check-out a Kindle for their child as long as the child is 4 years old or older. Students will need to complete the Kindle check-out form and leave a valid photo ID (such as a driver's license) in order to check-out a Kindle. Students should not remove the protective jacket from the Kindle or leave it unattended. Students will pay a replacement cost if the Kindle is not returned or a repair fee if the Kindle is damaged during the time it is checked out. Kindles must remain in the LRC building while in use.

Number of Tutoring Appointments

Students may schedule up to one hour of appointment-based tutoring per subject per day. Additional time may be allowed for special circumstances and will be left up to the Coach's discretion.

Academic Integrity for Academic Support

The Learning Commons staff cannot assist students with assessments/tests unless they have received written approval (email) from the instructor.

Code of Conduct

Students are expected to follow the Academic Code of Conduct as described in the College Catalog.

Learning Commons Testing Center Policies and Procedures

Food and/or Drinks

Food and drinks are not allowed in the testing areas.

Children

Children are not allowed in the Testing Center and cannot be left unattended in the Learning Commons while the parent/adult is testing.

Walk-in Testing

Walk-in testing is available for TABE, CASAS, and WorkKeys testing, if space is available in the testing room. Students can make appointments online for TABE, CASAS, and WorkKeys testing on the Learning Commons website. Students must bring a photo ID. Testing will need to be completed within 5 minutes of the Testing Center closing time. For specific ID requirements, please see “Acceptable Forms of ID for Curriculum/Class, CASAS, TABE, & WorkKeys Testing” at the end of the testing policies.

Scheduling Curriculum Testing

Davidson-Davie CC students who are referred to the Learning Commons Testing Center for testing are required to make testing appointments online through the Acuity link on the Learning Commons website at least 24 hours in advance. The Learning Commons gives a variety of tests with different testing lengths. Therefore, students should know how long they need to allow to take their test prior to making their appointment. Testing will need to be completed within 5 minutes of the Testing Center closing time. It is the student’s responsibility to cancel or reschedule their testing appointment online at least 24 hours in advance due to online scheduling restrictions. Students must bring a photo ID.

Late Policy for Curriculum Testing

Testers should allow time for testing check-in prior to their scheduled appointment. If a tester arrives late for their appointment, they will be allowed to test only if there is still room in the testing center. If there is no room for the tester, they will need to reschedule.

Testing Dates & Early Testing

Testing prior to the test start date is not allowed in the Learning Commons Testing Center. It’s the tester’s responsibility to know the dates when they are required to take a course test. The proctors will follow the test dates provided by the instructor on the testing cover sheet. If a student has a question about the test dates or needs to test after the deadline, they should contact their instructor immediately.

Testing Check-in & Photo ID

Testers must bring a photo ID (please see “Acceptable Forms of ID” per test type at the bottom of the testing policies) and go to the Learning Commons Welcome Desk (first floor of the Grady Edward Love Building on the main Davidson-Davie CC campus) to check-in for testing. The tester’s name on their ID must match their name in the college’s student information system, on their testing slip or on the test rosters.

Cell Phone & Smart Watch Policy

All cell phone devices including the following must be completely powered down and put away upon check-in at the Learning Commons Welcome Desk:

- Watches connected to a phone

- Watches with a calculator
- Cell phone earpieces
- Smart Watch/Fitness Tracker

If a tester violates the cell phone & smart watch policy, testing staff will notify the student's instructor and their scores may be invalidated.

Disrupting the Testing Environment

Testers should not disturb the quiet testing environment. If a tester is disrupting the testing environment, they will be asked to leave.

Academic Integrity

The Learning Commons testing staff cannot assist testers with assessments/tests. Testers who engage in behaviors that appear to be in violation of testing guidelines will be reported to the instructor and/or administration. Depending on the circumstances, a code of conduct may be filed and the tester may not be allowed to test in the Testing Center.

Breaks During Testing

Some testing companies do not allow breaks during testing. For course testing, instructors decide whether breaks are acceptable. If a break is not permitted and an emergency should arise, the student's instructor will be notified and the test may be invalidated.

Testing Instructions for Curriculum Testing

Testing Center staff will follow instructions from the instructor on the Testing Center cover sheet. Students who disagree with the instructions should contact their instructor. Please note, no test will be stopped or altered by the proctor nor will the instructor be able to be contacted during a test if a student disagrees with the instructions on the Testing Center cover sheet.

Errors on a Curriculum Test

If a tester finds an error on a curriculum test, the proctor will note the mistake on the cover sheet and notify the instructor after the test. The tester is also encouraged to contact their instructor about the error.

Non-Test Materials in the Testing Room

The Testing Center staff cannot collect and be responsible for non-test related materials. Testers are encouraged to bring only what they need for their testing appointment. Please note that certain tests require proper storage of items in our separate check-in area.

Test Pick-up

Any college staff sent by a faculty member can pick up that faculty member's tests. Faculty planning on having another college employee pick up their tests for them are encouraged to email the Learning Commons beforehand. No student workers or work studies may pick up tests.

Accommodation Testing for Davidson-Davie CC Curriculum, TABE, CASAS, WorkKeys and TEAS Testing

Students who need accommodations for testing for curriculum, WorkKeys and TEAS testing should contact the Coordinator, Disability Access Services. A copy of the current accommodation plan from the Coordinator, Disability Access Services must be on file for accommodations to be provided.

Testing appointments requiring accommodations are made online through the Learning Commons website with the exception of Reader and Scribe requests. Reader and Scribe requests require one week's notice. Students will need to provide three potential appointment times to the Learning Commons Welcome Desk either in-person or by calling 336-249-8186, ext. 6787. Once a Reader/Scribe is arranged, a Learning Commons staff member will contact the student to confirm the testing time.

WorkKeys Policy

Testers who need to take WorkKeys tests should pay in the Business Office prior to testing. Testers need to bring their receipt and a valid photo ID (please see acceptable IDs at the bottom of these policies) from the Business Office to the Welcome Desk in order to test. Costs are as follows:

- Graphic Literacy \$15
- Applied Mathematics \$15
- Workplace Documents \$15
- Applied Technology \$15
- Workplace Observation \$25
- Business Writing \$25

Proctored Testing for Students at a Distance Policy

If a student is not able to come to the Learning Commons, an instructor may approve a student to take the test at a local Community College or University Testing Center. The student will need to complete the "Davidson-Davie CC Student Distance Proctor Testing Request Form" on the Learning Commons website under curriculum testing at least one week in advance. The Learning Commons staff will work with the institutional Testing Center selected by the student to set up testing. The student is responsible for scheduling testing appointments if needed and adhering to photo ID and other testing policies at the institutional Testing Center. Please note that some colleges charge fees to test students not enrolled at the college where testing takes place.

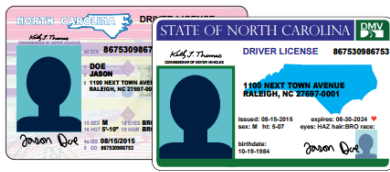
Proctored Testing for Students Not Enrolled at Davidson-Davie CC

The proctored testing fee is charged to students not enrolled at Davidson-Davie CC. The \$25 fee helps the college to cover administrative costs. The testing fee is charged per test. Additional fees may be charged by outside testing agencies depending on the type of exam. For course tests, appointments are required one week in advance by visiting [Davidson Davie Community College Testing Center Webpage](#) to allow time for the test and instructions to be sent to the Learning Commons Testing Center.

Students who are not enrolled at Davidson-Davie CC that want to test in our Testing Center need to complete the "Non-Davidson-Davie CC Student Testing Request Form" located on the Learning Commons website under Testing. A staff member will follow-up with the requester through email with important information. Testers must bring a current photo ID. For specific ID requirements per type of test, please see "Acceptable Forms of ID" at the end of the testing policies.

Payment through the Davidson-Davie CC Business Office is required prior to taking a test. Students should get a receipt from the Davidson-Davie CC Business Office and present it to our Learning Commons Welcome Desk as proof of payment. The business office is open 8 a.m.-5 p.m. Monday-Friday. Students can pay in-person or over the phone. If a student pays over the phone, the student should ask the Davidson-Davie CC Business Office to email them a receipt.

Acceptable Forms of ID for Curriculum/Class, CASAS, TABE, & WorkKeys Testing



NC DRIVERS LICENSE/PERMIT



NC IDENTIFICATION CARD



US PASSPORT/PASSPORT CARD



MILITARY IDENTIFICATION CARD



Student/College ID



Matricula Consular ID



Bank Card ID w/ Photo



Tribal Card ID



Employer ID

Curriculum/Class, CASAS, & TABE: Candidates are required to show a photo ID or have an account in the college's records system

ACT WorkKeys: Per ACT testing company policies, expired driver's license, expired temporary ID, a paper copy (not the original) of a driver's license or a College ID are not an acceptable form of ID.