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.

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.

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.

Testing Accommodations for Pearson and HiSET

Accommodations for Pearson and HiSET tests must be requested through the testing company.

- For GED tests, please see: GED Testing Service Accommodations Information

- For Pearson tests, please see: Pearson Vue Tester Accommodations Information

- For HiSET tests, please see: HiSET Tester Accommodations Information

HiSET Late Policy

HiSET testers are advised upon registration to report to the Testing Center 45 minutes before their scheduled time to allow for required paperwork and check-in. Testers arriving after their scheduled appointment time will not be allowed to test. Students must bring a current (non-expired) government issued photo ID. For specific ID requirements, please see "Acceptable Forms of ID for High School Equivalency (HiSET & GED) & Pearson Vue Testing" at the end of the testing policies.

Pearson Vue Late Policy

Pearson recommends that testers arrive at least 15 minutes before their scheduled appointment time and generally allows a 15 minute grace period for late arrivals (differs for some exams). Students must bring a current (non-expired) photo ID. For specific ID requirements, please see "Acceptable Forms of ID for High School Equivalency (HiSET & GED) & Pearson Vue Testing" at the end of the testing policies.

Acceptable Forms of ID for High School Equivalency (HiSET & GED) & Pearson Vue Testing

NC DRIVERS LICENSE/PERMIT

NC IDENTIFICATION CARD

US PASSPORT/PASSPORT CARD

MILITARY IDENTIFICATION CARD

Matricula Consular ID

Candidates are required to show a valid (non-expired) government issued photo ID. The ID must include the candidate's name, address, date of birth, signature, and recognizable photograph. The tester's name on their ID must match their name on the testing company's test roster.

Per NC system office state policy, an expired driver's license, a temporary ID, or a paper copy (not the original) of a driver's license or a College ID are not acceptable forms of ID. **COVID-19: Due to COVID-19, a temporary paper ID will be accepted for HiSET testing as long as accompanied by a supplemental photo ID. GED is temporarily allowing expired photo ID.

**Some Pearson vendors require additional ID. Please check requirements before you test.