



UNIVERSITY OF
SOUTH DAKOTA
COMMUNITY COLLEGE
FOR SIOUX FALLS

TESTING CENTER

2020/2021

Student Information Guide

www.usd.edu/ccsf-testingcenter | 605-2574-9550 | ccsf-testingcenter@usd.edu
Classroom/Admin Building - FADM 168 (Avera Hall)
4801 N Career Ave Sioux Falls SD 27107



Contents

About Us

Testing Policies

Proctor Information

Exam Registration Directions

ADA Accommodations

Student Info/How to Schedule

ACCUPLACER Exams

CLEP Exams

Student Reminders



ABOUT THE TESTING CENTER

The Testing Center proctor exams to students enrolled in **online** classes at a South Dakota Board of Regents (SDBOR) institution and Non-BOR institutions. We also administer the Accuplacer, CLEP, Castle, and various other tests for employers (case-by-case basis).

The Testing Center has 14 computer stations available for students in our main testing area and 2 computer stations in our ADA accommodations room. These rooms are equipped with cameras and proctors do make periodic walk throughs of the testing room. We aim to provide a quiet and comfortable environment free from distraction.

ADA Accommodation Students

In addition, we do provide testing services for students taking face-to-face classes on the CCSF campus who require accommodations for either a distraction-free location and/or extended time and for online students who have chosen to have their exams proctor through the CCSF Testing Center.

CONTACT INFORMATION

USD Community College for Sioux Falls
4801 N. Career Avenue
Sioux Falls, SD 57107
Phone: 605-274-9550
Email: CCSF-testingcenter@usd.edu

General Hours of Operation*

Fall and Spring Semester:

Monday – Friday: 8:30 am – 5:00 pm | Saturday - Sunday: CLOSED

Summer Hours:

Monday – Friday: 8 am – 4:30 pm | Saturday – Sunday: CLOSED

**Hours are subject to change related to holidays or events, when scheduling an exam, dates and times will reflect that. Testing Center hours are also subject to change without notice. If you have questions or need to confirm availability, please call us at 605-274-9550.*



CCSF Testing Policies – Students

- Students are responsible for locating, completing, and submitting their own Proctor Form (students testing for Community College of Sioux Falls classes do not need a proctor form). **Proctor forms are usually available from the institution's Testing Center or Continuing Education Office. Proctor information for BOR students is available on the Test Center website. If needed, TC staff can scan/email the completed form to the recipient.**
- Students are responsible for routing proctor forms. **Each school has their own process and may require the student to complete a proctor form.**
- Proctor forms are not required for CCSF classes.
- Appointments are required. **Appointments are only scheduled during open hours and should be requested using RegisterBlast. This is located on the CCSF website under Student Support Services/Testing Center. Appointments are made at least 2-3 business days in advance or 1-2 weeks in advance during midterms and finals week.**
- **Walk-ins/same-day appointments cannot always be guaranteed/accommodated.**
- Students must arrive on time for appointments. If necessary, **students must cancel an appointment through RegisterBlast or contact the Testing Center. Late testers may lose their spot if not on time but the TC will do all possible to accommodate them.**
- Tests will be scheduled for the entire amount of time allotted by the instructor. TC staff cannot shorten or lengthen the amount of time allotted by the instructor.
- A valid photo ID is required to take an exam. **This includes current student ID, Driver's License, Passport, or Military ID. Student IDs cannot be used as ID for CLEP Tests.**
- Students must have their login and passwords information for D2L, ChemWeb, MyMathLab and/or any other programs/sites used to take the exam. **The CCSF Help Desk is able to assist students with D2L, but cannot retrieve login or password information for other programs.**
- Food, drink, pets, children, cell phones, and other personal items are not allowed in the TC. Personal items brought to the TC will be locked up. The TC is not responsible for lost, broken, or stolen items.
- Proctor fees are due before the exam will be administered. Payments must be made through RegisterBlast.
- Students must provide postage-paid, self-addressed envelope if the instructor requires the exam to be mailed.



Proctor Information

Students **MUST** get approval from the SDBOR school offering the class before testing at the CCSF Testing Center.

1 proctor agreement needed/class/semester

All Proctor Agreements and/or instructions for SDBOR Universities are available by going to our website at <https://www.usd.edu/usd-community-college-for-sioux-falls/proctor-services>

- **Northern State University (NSU)**
 - Ask Proctor in CCSF Testing Center for Form
 - Or download at the above website
- **South Dakota State University (SDSU)**
 - Ask Proctor in CCSF Testing Center for Form.
 - Some of the SDSU instructors will have their own proctor agreement form, please check your online course on D2L to see if there is one there.
 - Or download at the above website
- **University of South Dakota (USD)**
 - Ask Proctor in CCSF Testing Center for Form
 - Or download at the above website
- **Dakota State University (DSU)**
 - Go to <https://www.usd.edu/usd-community-college-for-sioux-falls/proctor-services> to complete Proctor Agreement
- **Black Hills State University (BHSU)**
 - Contact your instructor at BHSU for a proctor form
- **South Dakota School of Mines and Technology (SDSM&T)**
 - Contact your SDSM&T instructor OR the SDSM&T Test Center at (605) 394-2428.

Pre-Approval for Non-SDBOR Classes

Students who need a test proctor for a class not offered by a SDBOR university will be charged a proctor fee. Students are responsible for contacting the instructor or institution offering the class to get a proctor form.



Exam Registration Directions

Use the following link and directions for scheduling an Online Exam:

<https://www2.registerblast.com/siouxfalls/Exam/List>

1. Choose a group: Choose the appropriate semester from the dropdown box.
2. Choose an Institution offering the Course from the dropdown box.
3. Choose **Class Delivery Method**: online
4. Choose a subject from the dropdown box.
5. Choose a class from the dropdown box.
6. Choose an instructor from the dropdown box.
7. Choose an exam from the dropdown box.
8. Choose a Date: whatever is open and convenient for you.
9. Choose a time: whatever is open and convenient for you.
10. Fill in the rest of the boxes with the requested information.
11. Click on I agree to follow the above guidelines.
12. Fill in the rest of the boxes with the requested information. Please include your student ID number
13. Click on **ADD TO CART**
14. Click on **COMPLETE REGISTRATION**

You should receive an email confirmation for your exam at the email that you listed.

NOTE:

Time slots fill up fast in the testing center, for this reason we ask that you please schedule your regular exams a minimum of 2 – 3 days in advance and FINAL exams a minimum of 2 weeks in advance.



ADA Accommodations

The CCSF Testing Center does provide testing services for students who require accommodations for either a distraction-free location and/or extended time. These testing services are available to:

1. On-line SDBOR students who have designated our testing center as their proctor and
2. Students taking face-to-face classes on the Community College for Sioux Falls Campus.

We **DO NOT** provide testing services for students needing one-on-one testing and/or reader services as we do not have the resources to provide those accommodations.

Students needing accommodations are to contact their HOME University's ADA/Disabilities Compliance Office to set-up appropriate accommodations and ensure proper documentation is in place. Without this documentation we will not be able to provide the accommodations.

If you are a student who is needing either the distraction-free location or extended time or both and **are planning on having your exams proctored at our testing center:**

1. You must make sure that a copy of your Accommodations Approval letter/memo from your home school's ADA/Disabilities Compliance Office is forwarded to our testing center in addition to your instructors.
2. **Without this documentation we will not be able to provide the accommodations.**

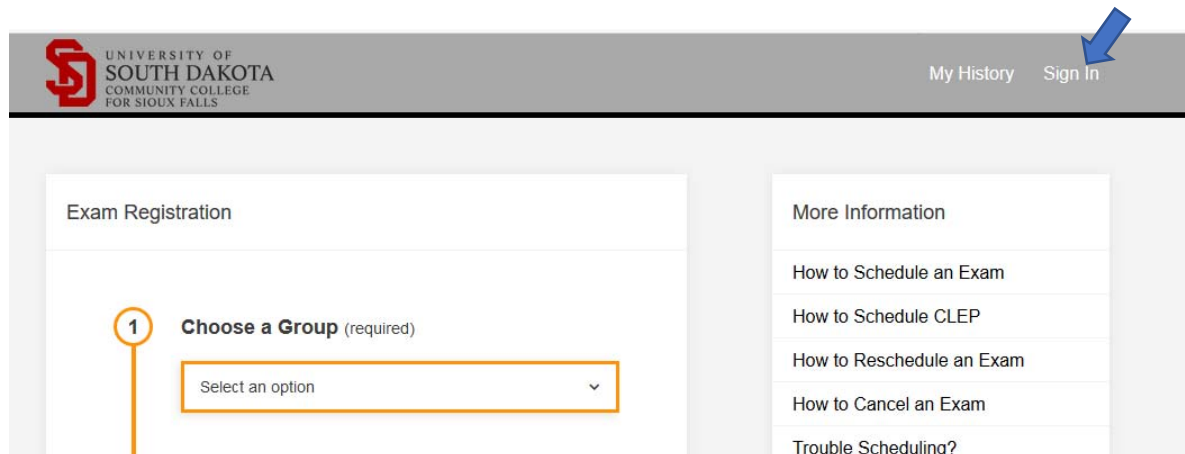
What happens when your Accommodations Approval Memo is received?

When you receive your Accommodations Approval Memo/Letter we ask that you either call or stop in at the CCSF Testing Center so that we can get you set up in our Registration System and show you how to register for exams. **It is important that you do this prior to scheduling your first exam with us.**

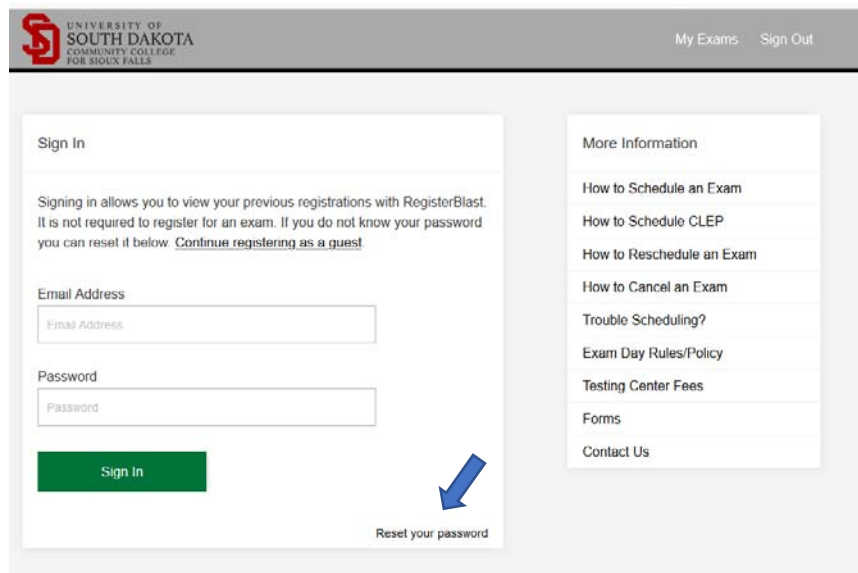
How students with accommodations schedule exam

Once a student with accommodations has been added to RegisterBlast, they will need to do the following before they begin scheduling their exams.

1. Pull up the CCSF Exam Registration page <https://www2.registerblast.com/siouxfalls/Exam/List>
2. Click on “Sign In” in the upper right-hand corner.



3. The following screen will come up:



4. The student will sign in using their email that was used to set up their accommodation account in RegisterBlast. **If they use a different email, they will not see their accommodations.** Keep in mind- accommodations cannot be added after a registration has taken place.
5. If this is their first time, they can click Reset Password to set a password up for their account. To set up a new password or reset an existing password follow the instructions below.
 - b. When creating a password, it must be a minimum of 8 characters, including at least one capital letter, one lower case letter, one number, and one special character.

- c. Click “Reset or Forgot Password?”. (Bottom Right Corner)
 - d. Enter the email address used to create the account.
 - e. Click “Request Password Reset.”
 - f. They will receive a password reset email at the specified email address.
 - g. Click the link in the email to enter a new password.
 - h. AFTER they add the new password, it may take them back to the “set password” screen. **Do NOT set another password. Go back to your sign in screen.**
6. Once the student has logged in, his/her approved accommodations will appear on the exam registration form.
 7. **A student can only register for one exam at a time.** If they attempt to register for multiple exams they will not get their accommodations for the secondary exams. Thus. Complete one registration and then go back in and register for next exam.



Student Information/Requirements for Scheduling Exam Test Appointments

1. **Students are **required** to schedule an appointment for taking an exam through RegisterBlast.
 - a. For scheduling an exam with the CCSF Testing Center you can use the following link:
 - i. <https://www2.registerblast.com/siouxfalls/Exam/List> OR you can go to the following website to schedule
 - ii. usd.edu/siouxfalls
 1. Click on “Student Support Service”
 2. Click on “Testing Center”
 3. Click on “Schedule an Exam”
 4. Click on “Schedule/Re-Schedule and Exam” (red box in middle of page)
2. **IF** the registration is full and you are unable to register we ask that you call the Testing Center at 605-274-9550 OR you may:
 - a. Personally come to the testing center to sign in as a walk in.
 - i. Once a seat becomes available you will be seated to take your exam
 - ii. **HOWEVER, WALK INS ARE NOT GUARANTEED TO BE ABLE TO TEST**
 - iii. You will be reminded at that time when the testing center closes. You **MUST BE CONFIDENT** that you will be completed with your exam by the end of business or you will be asked to reschedule and will not be allowed to begin your exam.
3. Testing Center staff will make every reasonable effort to be able to seat you for testing.
4. Information you **MUST** have in order to register and be seated for your exam:
 - a. Name of institution you are taking the class through (not your home school)
 - b. Class delivery method
 - c. Subject (i.e. Math, Accounting, History)
 - d. Course Number (i.e. MATH 101)
 - e. Instructor’s Name
 - f. Photo ID

****NOTE: The Testing Center highly suggests that students schedule their regular semester exams at least 2-3 business days in advance and 1-2 weeks in advance for Midterm and Final Exams.**



ACCUPLACER Exams

The ACCUPLACER Exam is also commonly referred to as a “placement” exam. It is a system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. It is used to assess student preparedness for introductory credit-bearing college courses. The number of questions varies depending on which ACCUPLACER tests a student is taking.

No one passes or fails ACCUPLACER tests, but it's important that the student complete the test using their best effort, to ensure that the student and their college has an accurate measure of their academic skills. With this information a student can be guided to take courses that are neither too easy nor too difficult for them.

ACCUPLACER exams are not administered during midterms or finals week.

1. If you are a Current SDBOR student and have a placement test (i.e. ACT, SAT, ACCUPLACER) on record that was taken within the past 5 years there is a \$21.50 fee to challenge your original placement.
2. If your original placement is older than 5 years or if this is the first and only placement test you have taken there is no fee associated.
3. For any school outside of the SDBOR universities the associated fee is \$28.50. Non-BOR students may take the exam more than once.

Looking for information as to how to prepare for your ACCUPLACER Exam?

Go to <https://accuplacer.collegeboard.org/> for more information.

CLEP Exams

The College-Level Examination Program® (CLEP®) is a rigorous College Board program that allows students of a wide range of ages to demonstrate their mastery of college-level material in introductory subjects and earn college credit. CLEP offers examinations that represent courses typical of the first two years of college study. Through CLEP examinations, students can:

1. Accumulate credit toward a degree by demonstrating knowledge they have gained independently, allowing them to begin studies at a higher level and save valuable time and money;
2. Demonstrate their knowledge in subject areas in order to earn exemption from introductory courses, enabling them to move ahead to more advanced courses and new fields; and
3. Show their level of competency in subjects in order to determine placement, particularly for world language and mathematics courses.

How to Schedule a CLEP exam:

1. Meet with your advisor before registering for a CLEP Test: Some majors/programs do not allow CLEP testing for certain classes/requirements. Meet with your academic/faculty advisor before planning/scheduling a test as this type of information varies (see SDBOR CLEP Guidelines or your school's guidelines: SDSU, DSU, USD).
2. Create an account with CLEP by going to <https://clep.collegeboard.org/>. You will set up your account, register and pay for the CLEP test. Your CLEP account you will give you access to your scores and allow you to send them to colleges.
3. After registering and paying for your test via CLEP, a registration ticket will be produced. Please print this registration ticket and bring with you the day of your exam.
4. Register to take the Exam with us via the CCSF-Testing Center Exam Registration site following these steps: <https://www2.registerblast.com/siouxfalls/Exam/List>
 - a. Choose Exam Group: CLEP
 - b. Choose the title of the Exam from the next drop-down menu
 - c. Choose a date/time to take the exam that works for you.
 - d. Enter your Information and read the acknowledgment information and choose "Add to Cart."
 - e. There is a \$42.00 Proctor Fee that you will pay online at this point.
 - f. From there, choose "Complete Registration," and look for a confirmation of appointment notice.

(Schedule a CLEP Exam Continued)

5. On your Test Date, bring these items:
 - a. CLEP Registration Ticket
 - b. Headphones (if taking a foreign language exam – we do have headphones here in the testing center)
 - c. A valid, government-issued photo ID (i.e. Driver's License, Passport, State ID, Tribal ID, and/or Military ID)

6. After Test Date (Having passing scores added to your Academic Transcript)
 - a. Once your scores are received by the score recipient listed on your registration ticket, please allow 2-3 weeks for the credit to be added to your transcript.
 - b. If you wish your score report to be sent to an additional university/institution, please complete the CLEP Transcript Request form and mail/fax to the information provided at the bottom of the form. The Community College for Sioux Falls does not forward scores to other institutions.

NOTE: If you are a South Dakota State University student, and/or planning to be, there is an \$8.50 charge per credit to place the credits on your transcript. Stop at the Testing Center at SDSU once (or if) you are on campus to make this payment or call 605-688-6460 to pay by credit card; students should have their ID number available, name of exam taken, and the date taken.

Where can you find more information regarding CLEP exams and exam preparation?

<https://clep.collegeboard.org/>



Student Reminders

1. Complete your proctor agreement(s) for your online class(es).
2. ADA Accommodations
 - a. Have you contacted your home school's Disability Office for the appropriate paperwork?
3. Exam Scheduling:
 - a. Regular semester exams scheduled a minimum of 2-3 days in advance
 - b. Midterms & Final exams scheduled a minimum of 2 weeks in advance.
4. Must haves to take exam:
 - a. Photo ID
 - b. Login credentials for D2L and/or class sites

Questions/Concerns? Contact Us Today!

USD Community College for Sioux Falls Testing Center

Classroom/Admin Building – FADM 168 (See Avera Hall sign)

4801 N Career Ave

Sioux Falls SD 57107

Email: CCSF-testingcenter.usd.edu

Phone: 605-274-9550