

PREPARING FOR THE TEST DAY

- Never be reluctant to ask in advance what type of questions will be on the exam. Familiarize yourself with the test questions. Reference material, study guides, or preparatory workshops are offered for some tests.
- Get plenty of rest the night before the test.
- Always eat a well-balanced meal before taking any exam. It is best to make a trip to the restroom prior to testing.
- Dress comfortably and in a way that will allow you to be comfortable in a variety of temperatures.
- Arrive approximately 15 minutes before the test is scheduled to begin. If possible, try to make a trip by the testing center a day or two in advance to get an idea of the parking accommodations, a sense of the environment, and the location of the testing room. In the event you're running late the day of the test, this little precautionary measure will come in handy.
- Listen carefully to the instructions given by the room supervisor to avoid needless errors.



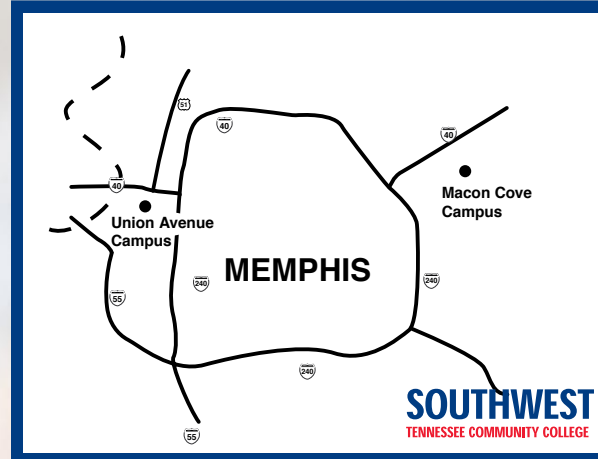
LOCATIONS

Macon Cove Campus

Farris Building 2182
5983 Macon Cove
Memphis TN 38134
(901) 333-4170

Union Avenue Campus

Building C 204
737 Union Avenue
Memphis TN 38103
(901) 333-5127



STAFF MEMBERS

Union Avenue Campus

Ms. Jacquelyn McClain, Secretary
Mrs. Patricia Brown, Test Administrator
Mrs. Joyce Tunstall, Testing Technician II

Macon Cove Campus

Ms. Shakondia Bailey, Interim Director
Mrs. Deborah Whitelo, Secretary
Mr. Jon Clark, Test Administrator
Ms. Shirley Andrews, Testing Technician II

Visit the Testing Centers' Web site at
<http://www.southwest.tn.edu/testing/>
Check this site for hours of operation and a
description of services available.

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is
an affirmative action/equal opportunity college. 0110470REV07164

TESTING CENTERS



SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

The Testing Centers are an important community resource. They support the mission of Southwest Tennessee Community College by providing assessment services that promote academic success, personal growth, and career development. Located on the two main campuses of the College, the Centers coordinate and provide services to current and prospective students in the Mid-South region. The Centers also provide services for college administrative and academic departments, Tennessee Board of Regents' institutions, community organizations, and testing agencies.

Using certified test administrators and state-of-the-art technology, the Centers serve over 7,000 examinees annually. Both locations have 24 PCs for computer-based testing, and the Union Avenue center is designed to accommodate large-group, paper-pencil testing up to 75 examinees. Southwest Testing Centers are members of the Consortium of College Testing Centers supporting distance learning and the National College Testing Association.

All tests are scheduled by appointment only. Tests are administered on predetermined, published test dates. To secure a date, examinees should check the Web site for both testing dates and registration deadlines for specific tests. To be admitted to the testing room, **applicants must provide two (2) forms of identification** (one must be a photo ID such as a driver's license, employee, state, or military ID). Birth certificates and credit cards are not acceptable forms of identification. All test dates, times and fees are subject to change without prior notice. Test fees are nonrefundable and nontransferable. Special accommodation is made for individuals with disabilities documented through the Office of Students with Disabilities.



COMMUNITY SERVICES

Available to students and members of the community

American College Testing (ACT – National)

The ACT National Assessment is given to students under age 21. Scores from this test are transferable to other schools usually four weeks after the test date.

Certified Financial Planner (CFP)

The CFP exam assesses applicant's ability to apply financial planning knowledge, in an integrated format, to financial planning situations.

College-Level Examination Program (CLEP)

CLEP is a national program of credit-by-examination that offers individuals the opportunity to obtain recognition for college-level achievements acquired through formal study, personal reading, on-the-job experience, etc.

Certified Professional Secretary (CPS)

Certified Administrative Professional (CAP)

The CPS and CAP ratings are the achievements of an internationally recognized standard of proficiency as a professional secretary or administrative professional. The CPS and CAP exams cover Office Systems and Technology, Office Administration, Management and Advanced Organizational Management (CAP Only).

General Educational Development (GED)

The GED test offers people who did not finish high school the opportunity to earn high school credentials. The exam is a battery of tests in the areas of writing, social studies, science, literature and the arts, and mathematics.

LaserGrade

Southwest is an Authorized LaserGrade Testing Center offering computer-based testing for many clients including: FAA, FCC, International Society of Certified Electronics Technician (ISCET), and several others.

Microsoft Office Specialist (MOS)

The MOS program is a globally recognized standard for demonstrating desktop skills. MOS offers two levels of proficiency: Microsoft Office User Specialist in Microsoft Office XP and Microsoft Office User Specialist in Microsoft Office 2000.

National Institute for Certification in Engineering Technologies (NICET)

NICET is a nationally recognized certification program covering several broad engineering technology fields and a number of specialized subfields. NICET defines and supports career paths and it ensures continued professional development of engineering technicians and technologists.

ParaPro Assessment

The ParaPro Assessment was developed in response to the federal legislation known as "No Child Left Behind." The exam measures skills and knowledge in reading, mathematics, and writing.

INSTITUTIONAL TESTS

Available to students only

American College Testing (ACT – Residual)

The ACT Residual Assessment is for students under age 21 who were unable to take the National ACT. Scores from this test will not be transferred to other institutions.

College BASE

The College BASE is a graduate exam designed to measure achievement in general education (English, mathematics, social science and science).

COMPASS Placement Test

COMPASS is a comprehensive computerized adaptive placement test designed to assess the student's level of preparedness for college-level classes.

Correspondence/Online Exams

Students who are taking correspondence/online courses at other institutions may contact the Testing Center for assistance.

Health Occupations Aptitude Exam (HOAE)

HOAE is required for applicants seeking admission to the Radiologic Technology Program.

National League for Nursing (NLN)

Students desiring consideration of admission to the Nursing program are required to submit scores on the NLN Pre-Admission Exam.

Paramedic Pre-Admission Exams

Students desiring admission into the Emergency Medical Services Paramedic program may be required to take several tests as part of the department's special admissions process.

Test for Adult Basic Education (TABE)

The TABE is required for applicants seeking admission to the Pharmacy Technician Program at Southwest.