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Academic Centre for Testing (ACT)

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The Academic Centre for Testing (ACT) provides a comfortable, professional, and secure testing environment for Loyalist College students as well candidates writing exams and tests for other agencies and institutions.

ACT is able to provide testing services to fit the needs of all of our client groups including those with documented disabilities. ACT can accommodate traditional pen and paper tests as well as electronic, on-line tests.

Loyalist College Day Students

Missed, Supplemental, and Challenge Tests/Exams

Missed/Supplemental Tests:

If you are required to write a missed or supplemental test/exam you may do so in the ACT at a cost of \$15.00/test. Appointments for these tests are not always necessary; however, it is important that you make contact with your professor in order to ensure that the test will be available when you arrive to write. It is also important to make note that while appointments are not necessary, testing services are available on a first-come, first-served basis and as such, during peak exam times, service availability cannot be guaranteed for those who do not make appointments.

Challenge Exams:

Eligibility to write challenge exams must be determined by your Program Co-ordinator. Once this is done, you may register and pay for your exam through Sandy Novroski . After you have completed the registration process, email act@loyalistc.on.ca to book your exam. The invigilation fee of \$15.00 to write your exam in the ACT is over and above the cost of your challenge exam.

Whether you are writing a missed, supplemental, or challenge test/exam, it is important that you are familiar with the Policies and Procedures of the Academic Centre for Testing.

Alternate Testing Accommodations

If you require alternate testing accommodations because you have a documented disability and are registered with the Disability Services Office (DSO), and have completed an Individualized Service Plan form with DSO, or because you are an International/ESL student and are registered with the International Centre, you may use the ACT for writing tests and exams free of charge if you are writing at the same date and time as the class. Accommodations which are available in the ACT include: distraction-reduced environment, extended test time, and the use of assistive technology.

Students must have a signed consent form from their faculty for each test they plan to write in ACT. This consent must be completed a minimum of two business days in advance and must detail all accommodations student is entitled to as well as any aides permitted for use during the test.

If you missed a test for a reason NOT related to your disability, you will be charged a \$15.00 sitting fee for each test.

Ontario Learn Test Booking

If you are an OntarioLearn student and would like to book a test/exam, please select a date and time from one of the calendars below and email act@loyalistc.on.ca . Students who are registered through Loyalist College for OntarioLearn courses are not charged a fee to write in the ACT. Students who are registered through a college other than Loyalist will be charged a \$40.00/exam invigilation fee.

Please include the following in your email:

1. Your Name (first and last name that you registered for your course with)
2. Course Name or Course Code
3. Your Host College (if other than Loyalist)
4. Preferred Testing Date and Time (based on availability shown in ACT calendar)

Please allow two business days for confirmation of test/exam booking by email.

External Test Booking

If you are a student from a college, university or institution other than Loyalist and would like to book a test/exam, please select a date and time from one of the calendars below and email act@loyalistc.on.ca

Please include the following in your email:

1. Your Name (first and last name that you registered for your course with)
2. Test Name or Course Code
3. College, University or Institution
4. Preferred Testing Date and Time (based on availability shown in ACT calendar)

Please allow two business days for confirmation of test/exam booking by email.

Important - Please review before booking test/exam:

- All appointments for testing must be scheduled in advance.
- The Academic Centre for Testing does not have access to information regarding course material or marks. You must contact your home institution for that information.
- Invigilation fees are payable by cash, debit, or credit card at the time you arrive to write. Please note that invigilation fees are over and above any fees that your host college, university, or institution may charge for you to write your exam.
- Students other than Loyalist College Day students and OntarioLearn students are responsible for informing their host college, university, or institution of their exam booking and for arranging for the exam to be sent to the ACT.

ACT Calendar – July 2012

ACT Calendar - August 2012

ACT Calendar - September 2012

ACT Calendar - October 2012

ACT Calendar - November 2012

ACT Calendar - December 2012

Tests Centre Policies and Procedure PDF

Testing Centre Fees PDF

Invigilator Name: Dan Truman

Title: Exam Invigilator

Mailing Address: 376 Wallbridge-Loyalist Road,

Box 4200, Belleville ON K8N 5B9

Phone: 613-969-1913 extension. 2519

Fax: 613-969-0411

Email: act@loyalistc.on.ca

Group Testing Services

If you are a Institution or Organization that is interested in arranging group testing services, please contact:

Dan Truman

Coordinator, Student Success

Loyalist College

613-969-1913 ext. 2519

dtruman@loyalistc.on.ca

“ Based on the class tour to visit area dealers during my first year, I felt that employers were very positive about graduates of the...” ”

Nathan Scaife

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