Test Taking Strategies

- Review your notes everyday—cramming increases test anxiety.
- Highlight the information in your notes that you are unsure of.
- Pay close attention in the last class before the exam.
- Arrive a little early before your test so you will not feel rushed.
- Read through the entire test before you begin.
- Write any information you will need on the test as soon as you receive it.
- Answer the questions you know first.
- Use all the time you are given—review your answers for careless errors.

Appointments are required!

At wccc.edu select Current Students and go to Student Services. Next, choose Academic Support Services for Make-Up & Proctored Testing information.

Please call (724) 925-4135 to schedule an exam.

The CLC is located in Founders Hall room 565.

Academic Dishonesty

Academic dishonesty in any form will not be tolerated. The following procedure has been developed to prevent occurrences of academic dishonesty and to guide faculty and students should they become involved in such incidents.

Academic dishonesty includes, but is not limited to, the following:

1. **Cheating**: the intentional use or attempted use of unauthorized materials, information or other aids in an academic exercise

2. **Fabrication**: the intentional or unauthorized falsification or creation of any information or citation in an academic environment

3. **Facilitating academic dishonesty**: helping or attempting to help another to commit a dishonest academic act

4. **Plagiarism**: the use of the works of another as one's own in any academic environment
How do I take an exam in the College Learning Center (CLC)?

1. First, discuss this with your instructor to see if this is an option.
2. See below for the testing days/times.
3. Call (724) 925-4135 to make an appointment or if you have any questions.

**CLC Testing Days/Times**

<table>
<thead>
<tr>
<th>Day</th>
<th>Times</th>
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<tbody>
<tr>
<td>Monday</td>
<td>10:00, 12:00, 2:00, 5:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:00, 1:00, 5:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:00, 12:00, 2:00, 5:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>11:00 &amp; 1:00</td>
</tr>
<tr>
<td>Friday</td>
<td>12:00 &amp; 2:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 &amp; 10:00 (FA/SP only!)</td>
</tr>
</tbody>
</table>

Appointments must be made **24 hours** in advance. Call (724) 925-4135 to schedule your appointment.

The CLC is located in room 565 of Founders Hall.

While testing in the College Learning Center, these items MUST remain in the lockers:

- Coats, Jackets, Any Clothing with a hood, etc.
- Hats of any Kind
- Purses, Wallets, etc.
- Sunglasses
- Book Bags
- Keys and Key Rings
- Electronics (SHUT OFF)

Lockers are available for a deposit of a quarter. Personal Property cannot be left in the CLC.

Exams for Other Institutions

The CLC can proctor exams for other institutions for a fee of $30.00 that must be paid at the time of the exam. Only Check or Money Orders made payable to Westmoreland County Community College will be accepted. Acts of Academic Dishonesty will result in a forfeit of the proctoring fee and no refunds will be given.

We cannot administer standardized exams that require extensive verbal instruction and multiple start/stop times throughout the length of the examination. Testing will be at the discretion of the college and preapproval is required.

To make an appointment or for additional information, call (724) 925-4135

**IMPORTANT!**

A valid WCCC student ID card with the current semester’s sticker affixed is required to take an exam in the CLC for all WCCC students.