

WSSU Testing Center Policies and Procedures

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Testing Center Location

The Testing Center is located on the WSSU campus in the Hill Hall building, also known as the Student Success Center, on the third floor in Hill Hall room 329. The Testing Center Manager, Mr. James Pao, manages the check-in process and is located next door in Hill Hall room 330. You may also reach us by phone at 336-750-2390 or by email at paojh@wssu.edu.

What the Testing Center Offers

There are four major areas in which the Testing Center provides assistance. It offers proctored testing services for all 34 CLEP exams that are available to the general public. It also offers test proctoring for exams for WSSU classes, most often in the form of make-up exams or exams which require an accommodation. A third area involves the administration of Math and Reading assessments for new first-time freshmen students. These assessments help our Advising Support Services team with the information needed to determine each incoming student's appropriate course schedule. Fourth, the Testing Center provides a limited selection of test preparation services. These services currently include test preparation workshops for the GRE, the graduate school exam required for all applicants to graduate school, as well as the LSAT, the graduate school exam required for all applicants to law school. Students have the option of either joining a live session during the academic year or watching previously recorded sessions that are available 24/7 in an asynchronous format for all WSSU students. Another area of test preparation offered is the summer program to help students prepare for the PRAXIS Core exam, which is required of all students applying for the Education major at WSSU (a.k.a. the Educator Preparatory Program).

Check-In Procedures

In order to check in, you must have previously received a confirmed date and time via email. Most proctored exams occur in Hill Hall room 329.

For proper check-in, please come to Hill Hall room 330 (next door). We require that you bring a valid current photo I.D. such as a college student ID card, driver's license, or national passport.

Any personal items (including cell phones) that are not explicitly allowed for your test must be stored under the table of your workspace or in the adjoining office space in room 330. Blank paper and pencil can be provided for note-taking during the exam, but must be returned to the Testing Center upon test completion. Only the allowable materials indicated by your instructor and/or per standardized testing guidelines (as indicated by the CLEP program, for example) may be permitted.

The Testing Center staff will monitor the testing room continuously and will utilize video monitoring and recording as part of proctored testing sessions, in addition to periodic personal walk-throughs by a staff member.

CLEP Test-Takers

The Testing Center offers live proctoring of any of the 34 CLEP exams currently offered. Test-takers need to follow the steps indicated on the [CLEP program page](#).

Note that WSSU charges a \$25 non-refundable CLEP administration fee per exam, payable in advance, for any student who wishes to take the CLEP as a proctored exam at the WSSU Testing Center. This fee payable to WSSU, along with your contact information, must be mailed (or dropped off) to the Testing Center at least two weeks before you wish to take the test. The mailing address is: WSSU, Testing Center at Hill Hall #330, 601 S. MLKJ Drive, Winston-Salem NC 27110. Once the Testing Center receives your fee, a member of the staff will contact you to schedule a date and time. Please prepare for your test day by following the [official CLEP guidelines](#).

The Testing Center staff will monitor the testing room continuously and will utilize video monitoring and recording as part of proctored testing sessions, in addition to periodic personal walk-throughs by a staff member.

While our fee is non-refundable, if you have arranged to take your CLEP test at WSSU but need to cancel due to extenuating circumstances, we do provide a one-time rescheduling option so that you may move your testing date without an additional fee. However, if the second date is cancelled by the test-taker, no further rescheduling is possible.

CLEP now offers the convenience of Remote Proctoring. If you choose this option, you may [take the CLEP exam from the comfort of your own home](#), instead of at the WSSU (or any other) Testing Center.

Off-Campus Visitors: Getting to the Testing Center

Most of our CLEP students are visitors to the WSSU campus. Please note that the Testing Center is located in Hill Hall, room 329 on the WSSU campus. Using the [WSSU interactive campus map](#) may assist in helping you locate the building in advance.

The address for WSSU is 601 S. Martin Luther King Jr. Drive, Winston-Salem, NC 27110. Please park in Lot E (Visitor section), located at the north-east corner of campus, near the intersection of MLKJ Jr. Drive and Cromartie St. From MLKJ Drive, take Cromartie heading southeast. There is a kiosk immediately in front of you on Cromartie St., about 30 yards from MLKJ. Stop at that kiosk, let the attendant know you are a guest visitor taking a test at the Testing Center, and request a free parking pass for "Lot E Visitor." Once you have parked in a "Lot E Visitor" space, walk across Cromartie St. and continue walking down the path between KR Williams Auditorium on your right and Lot F on your left. Soon, you will see the Hill Hall building, identifiable by its many rectangular glass windows throughout the front facade. (It also has a sign denoting "Student Success Center at Hill Hall"). Enter the building and take the elevator on your left to the 3rd floor. At the third floor, walk through the main foyer and continue left down the hallway to the end, then turn left in order to see Rooms 329 and 330 right next to each other.

WSSU Students: How to Schedule a Proctored Test

Note that as of the spring semester of 2024, the Testing Center is only available for proctoring of student exams on **Thursdays from 9am – 3pm and Fridays from 10am – 5pm** at the testing center location of Hill Hall 329.

If you are a WSSU student wishing to take a make-up exam, note that you must request and receive confirmation IN ADVANCE from your professor to do so. Your professor must then [email Mr. James Pao](#), Testing Center Manager, to arrange the details of the testing session. Professor approval should be made at least 48 hours prior to the desired testing date and time.

After receiving the professor's consent, you must submit the form on [the online portal for Learning Support Services](#) to schedule your session. Once you have signed onto the portal using your WSSU Single-Sign-On name and password, scroll down to "Testing Center" and choose that option. Select the day and time that you wish to schedule your make-up exam or privately proctored exam – being mindful of choosing the correct "ending time" of your session, which is a drop-down option at the very start – and then complete the questions. Once you have submitted this form, you will receive an email confirmation, which is your way of knowing you have properly submitted your Testing Center exam proctoring request. Make sure to mark your calendar, and report to Hill Hall 330 on the day and time of your appointment with your photo ID card.

WSSU Faculty: How to Request a Proctored Test

Whether faculty or the student requests a proctored test, the process is very similar.

Note that as of the spring semester of 2024, the Testing Center is only available for proctoring of student exams on **Thursdays from 9am – 3pm and Fridays from 10am – 5pm** at the testing center location of Hill Hall 329.

If you are a WSSU instructor wishing to set up a make-up exam for a student, please pre-arrange IN ADVANCE with student as to the best day and time to take it, noting the opening times of the Testing Center (see above). After confirming with the student, submit the form on [the online portal for Learning Support Services](#) to schedule the session. Once you have signed onto the portal using your WSSU Single-Sign-On name and password, scroll down to "Testing Center" and choose that option. Select the day and time that you wish to schedule the make-up exam or privately proctored exam – being mindful of choosing the correct "ending time" of your session, which is a drop-down option at the very start – and then complete the questions. Once you have submitted this form, you will receive an email confirmation, which is your way of knowing you have properly submitted your Testing Center exam proctoring request. Make sure to mark your calendar, and alert your student (preferably by email with a cc: to myself) to please report to Hill Hall 330 on the day and time of the appointment, bringing his or her WSSU photo ID card and any allowed materials.

For the purposes of security and efficiency, if exam materials need to be sent (such as if the makeup exam is a paper test, not an electronic one on the Canvas LMS), please either send a clear and legible high-resolution PDF of your test [by email to Mr. James Pao](#) or hand-deliver the hard copy, slipped under the door of Hill Hall room 330 (James Pao's office) at least two full business days before the date of the approved exam day. Note that we

respect the privacy of your exam content and we keep very tight security over that information in the Testing Center. Rest assured that Mr. Pao will be the only person to access your PDF of the electronic test document (or your printed-paper test). Note that our printers in Hill Hall are password-protected, security-code-accessible only. This means that no document is printed until Mr. Pao is standing in front of the printer and personally inputting the access code himself to unlock the printing of your sensitive document. This ensures security and privacy of any test that is shared with Mr. Pao for Testing Center purposes.

Test Preparation Services

We have pre-recorded workshops on GRE Test Preparation – including specific tips on each of the three sections of Verbal, Math, and Writing – as well as LSAT Test Preparation – including specific tips on each of the three sections of Analytical Reasoning (a.k.a. Logic Games), Logical Reasoning (a.k.a. Arguments), and Reading Comprehension. To access these videos, please [self-enroll in the Canvas course for Success Workshops](#) which will require you to enter your WSSU student SSO (single sign-on) credentials. If you prefer live instruction for a group or a classroom, please contact the Testing Center for availability.

Other Questions

For additional questions, please do not hesitate to contact the Testing Center by [emailing Mr. James Pao](#), Testing Center Manager, calling 336-750-2390, or stopping by the office at Hill Hall 330.