

# Test Center Policies

- ◆ Current, Government-issued Photo ID is required for all exam programs
- ◆ Only exam candidates are allowed into the Test Center
- ◆ Weapons are not allowed.
- ◆ Staff cannot watch unattended children  
Make your own childcare arrangements prior to arriving for your exam
- ◆ Food, beverages and weapons are not permitted in the Testing Center
- ◆ Electronic devices, mechanical pencils and personal items must be stored in the lockers provided onsite
- ◆ Examinees may not take notes out of the Test Center
- ◆ Calculators are permitted for specific tests and will be inspected prior to use
- ◆ Open book/open note testing is only permitted for authorized tests
- ◆ Once a test is issued it must be completed in one sitting
- ◆ Talking is not allowed in the Test Center
- ◆ Acts of dishonesty will be reported



Commonwealth University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

Commonwealth University  
of Pennsylvania

## TEST CENTERS



Committed to providing  
a broad spectrum of testing services  
for the University, our local community,  
and the region in a convenient and  
professional setting.

## Testing Programs & Services

411 Lightstreet Road  
Bloomsburg, PA 17815  
testingservices@commonwealthu.edu  
570-389-5294

## Our Mission/Vision

Commonwealth University's Test Centers provide national, graduate, professional certification and distance education examinations to students and community members in a professional, secure and accessible environment.

We adhere to NCTA's Professional Standards & Guidelines for college test centers and the CAS Standards in Higher Education



## Hours



### Bloomsburg Test Center

Mon—Fri, 8:00—12:30 & 1:30—4:30



### Mansfield Test Center

By appointment 570-662-4771



### Lock Haven Test Center

Tuesdays for PearsonVUE and PRAXIS/GRE General Test

**The Test Centers are closed when the University closes**

## Programs & Services

- ◆ English Proficiency
- ◆ Foreign Language Proficiency
- ◆ Graduate School Entrance
- ◆ High School Equivalency
- ◆ Nursing School Entrance
- ◆ Prior Learning Assmts for College Credit
- ◆ Proctoring for Other Institutions
- ◆ PA State Civil Service Exams
- ◆ Placement Testing
- ◆ Professional Certification & Licensure
- ◆ University Assessments
- ◆ Workforce Development Exams

## Nationally-Certified



Our Bloomsburg Test Center is the first and only PASSHE institution to earn national test center certification.

### NCTA-Certified Test Centers:

- Demonstrate mastery of best practices in the testing industry
- Operate under the highest accepted standards and procedures for all types of testing.
- Demonstrate continued professional growth through recertification, ensuring our knowledge keeps pace with the rapidly changing field of professional test administration.

## Partners

