

COABE Session #4: It's More than a Test; The ins and out of running a testing center



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Introduction of Speaker

- Coordinator of Data, Assessment, and Accountability for College and Career Readiness
- 11 years at Alamance Community College
 - GED Examiner PM
 - Assessment Specialist
 - Instructor
 - Chief Examiner at ACC (Jan 2023)
 - Coordinator (Aug 2023)
- Role is to assess all program performance (FTE, MSG, PTR) and inform program based on this data. Also oversee testing staff and services for the college.



Inspiration for Session

Indiana Effective Techniques to support a testing center.

- Centralized Testing Efforts
- Student Reporting Process
- Alignment with processes and procedures



Agenda for Today

In today's session, we will:

1. Discuss why our college has the testing center.
2. Describe the role of the testing center at our college.
3. Describe the structure of the staffing for our testing center.
4. Analyze the importance of data collection for this initiative.
5. Discuss how we work with our college partners.

Why do we have a testing center?



Prior to this...

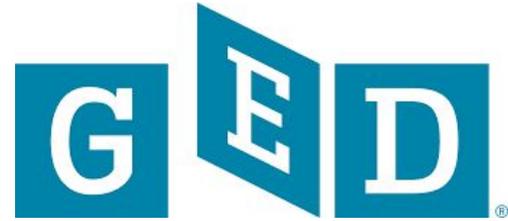
1. Testing occurred at 3 major places on campus: Both campuses and student success.
2. Each test was under three departments: CCR, Admissions, and ConEd.
3. “All In” approach to our unified college model called for this area to be more centralized.



Now...

1. Centralized place for testing
2. Unified approach across the campus.
3. One point of contact for GED, HiSET, TEAS, and AccuPlacer.
4. Combined collaboration across the campus.

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 **G E D**[®]

What is its role?

 **ACCUPLACER**[®] CollegeBoard

 **TABE**

 **TABE**[™]

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Role of Testing Center

We provide the following services and testing for our students:

- GED Test
- HiSET Testing
- AccuPlacer Testing
- TEAS Testing
- TABE Placement and Progress Testing
- TABE-Clas E Placement and Progress Testing
- Workkeys Assessment

Who do we serve?

- First year students
- CCP (Placement Testing)
- Workforce Students
- College and Career Readiness
- Nursing and Vet Tech Program



How do we serve students?

- Scheduling that reflects needs, somewhat fixed but also flexible for adjustments if necessary.
- Intake is conducted on a daily basis to serve students.
- Morning, Evening, and Saturday offerings.



Staffing our Testing Center



Who works at within our testing center?

- 1 Program Coordinator (myself)
- LEIS Data Specialist (supports testing services and data entry)
- Chief Examiner (provides testing for GED, HiSET, TEAS, AccuPlacer)
- Examiner PM (GED, HiSET)
- 5 Assessment Specialist (TABE, TABE-Clas E Testing)
- 3 FT and 6 PT staff make up our assessment team.

Scheduling

- Scheduling is made in the morning, evening, and weekends to accommodate student needs.
- TABE and TABE E testing is offered daily.
- All other testing is facilitated by our Chief Examiner and scheduling is offered on a quarterly basis.
- We also offer some off site testing to classes that meet off campus and those are scheduled on a one-on-one basis.

What data do we collect?



Types we collect

- All CCR related data (MSG's and Posttest rate- TABE/TABE-E)
- # of Testers
- # of vouchers used
- Score reports (TEAS and AccuPlacer)



How do we Collaborate?



Who we work with and how we work with them?

- Instructors
- Advisors
- Curriculum Faculty Members
- Student Services / ConEd



How we work with Instructors?

- TABE/TABE-ClasE
 - We work with our instructors by coordinating the following: Each of the classes is assigned an assessment specialist, whose main responsibilities are the following:
 - Checking hours in ADVANSYS to determine which students have the hours to test.
 - Scheduling a time with the instructor to provide the testing.
 - Share the good news of student progress.
- GED/HiSET
 - We work with students to issue vouchers for practice testing and official testing.

How do we work with advisors?

- Our Chief Examiner, LEIS and Coordinator (in progress), has access to TeamIA which is a documentation system to upload score reports of testing.
- Share in the referral process for potential transitions students.

How do we work with Curriculum Faculty Members?

- Assist in sharing scores (AccuPlacer and TEAS) with them.
- Share in guidance for advising based on those scores.
- Work with them to meet scheduling needs.

How do we work with Student Services/Con Ed?

- Centralized testing services
- Improved student experience
- Unified approaches and processes

Breakout Session (8-10 minutes)

Breakout Room: Plan Your Testing Center

Reflect on Alamance Community College testing center model and discuss any of the following prompts:

1. What aspects of ACC's centralized testing model could benefit your institution?
 - o Consider the scheduling and intake process, staffing structure, approach towards data, and collaboration strategies.
2. What barriers might you face in implementing something similar?
3. Which collaboration strategies (between testing staff and instructors, advisors, and faculty) resonated with you most?
How might you strengthen, or formalize, similar partnerships at your institution?
4. Consider the testing workflow at your institution. How could you improve one aspect—whether communication, scheduling, data sharing, or student experience?

