

Cheating

Cheating is taken very seriously at Cuyahoga Community College (Tri-C®) and the Westshore Assessment Center. In order to combat it, the following procedures have been implemented:

- Cameras and signage in the Assessment Center
- Verbal warnings prior to test
- No personal belongings in testing room

“Any student found to have engaged, or attempted to engage, in cheating or any other form of academic dishonesty as defined by the College’s Student Conduct Code will be subject to disciplinary action by the College.”
– Tri-C Student Handbook

Students suspected of cheating will be notified immediately and the instructor will receive an email recounting the incident.

You can help prevent cheating too! Please use the Respondus Lockdown browser for your online tests when possible.

16-0607



Westshore

Learning Commons Assessment Center

Hours of Operation

Monday 9 a.m. - 7:30 p.m.*

Thursday 9 a.m. - 7:30 p.m.*

Tuesday 9 a.m. - 7:30 p.m.*

Friday 9 a.m. - 1:30 p.m.*

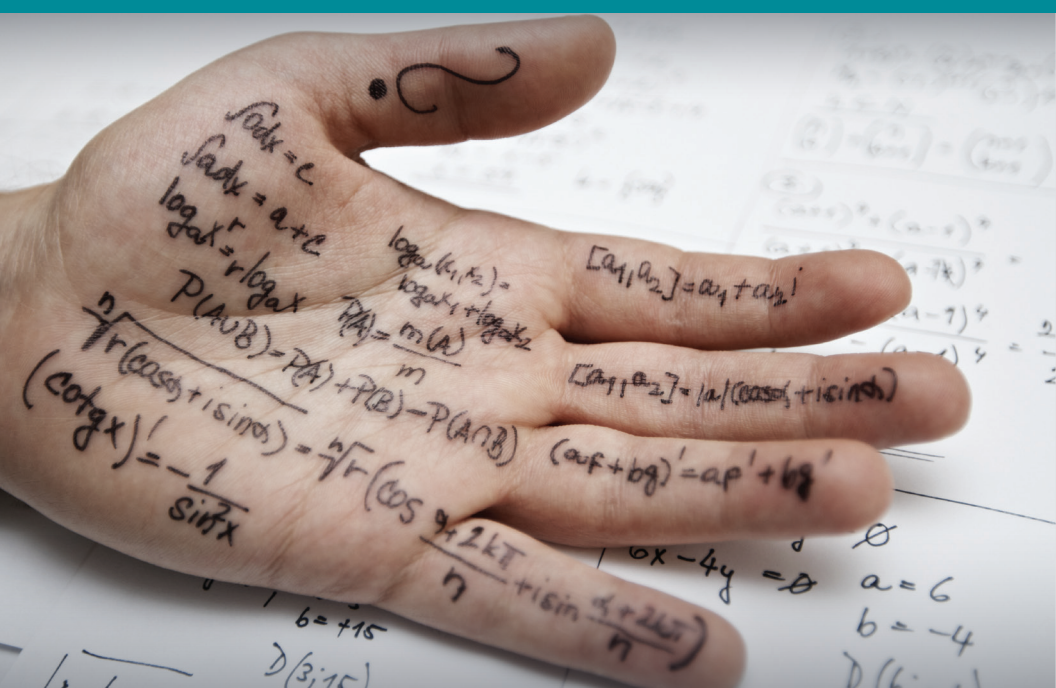
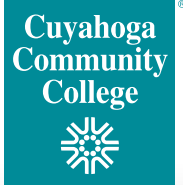
Wednesday 9 a.m. - 7:30 p.m.*

Saturday 9 a.m. - 1:30 p.m.*

*Tests are collected at this time

Jonathan Tarnai	Manager	216-987-3918
Mely Sato	CCW	216-987-5888
Kayleigh Corrigan	WSHCS	216-987-3888

Corporate College® West | 216-987-5888
Westshore | 216-987-3888



Faculty Guidelines for Utilizing the Westshore Assessment Center

The Assessment Center administers the following types of exams:

- Online classes
- Blended classes
- Make-up/special circumstances
- ACCESS student/special accommodations

Please note: the Assessment Center cannot accommodate testing for entire face-to-face classes.

Obtain the Administration of Exam Form

- Download the form from www.tri-c.edu/westshoretesting
- Go to www.tri-c.edu/westshoretesting and select “Westshore Administration of Exam Form - Online Version”
- Pick up in person at the Learning Commons desk

Complete the Administration of Exam Form

- For online and blended classes, please include a class list when possible.
- Instructors using the Assessment Center for multiple classes should fill out a separate form for each CRN.
- Fill out a separate form for each ACCESS student.
- If administering a paper exam, please provide Assessment Center with printed tests whenever possible.

Submit the Administration of Exam form

- In person at the Learning Commons desk
- Email to westshoreassessment@tri-c.edu
- Submit the online form from www.tri-c.edu/westshoretesting

Delivery/Pick up Exams

- Completed exams can be sent through intercampus mail.
- Instructors can pick up exams in person at the Learning Commons desk.

Assessment Center Best Practices for Faculty

In order to maintain superior service from the Westshore Assessment Center and adhere to College-wide protocol, we ask you to follow these best practices:

Appointments

Westshore and CCW Assessment Centers can only accommodate 12 and 8 students respectively. Please encourage your students to make an appointment to take their tests. Appointments take priority over walk-ins.

Length of Tests

So that we may serve as many students as possible, please ensure that the length of your test reflects the actual amount of time students will need to complete. For example, if students have 90 minutes in class to complete the test, then they will have 90 minutes to complete it in the Assessment Center.

End Dates

Please consider end dates other than Friday or Saturday. These are high-traffic days for the Assessment Center, which closes early at 1:30 p.m.

Group Testing

The Assessment Center can secure a classroom to test entire blended/online classes. Groups must start the test at the same time. Please call the Assessment Center to discuss your needs prior to the beginning of the semester.