Assessment, make-up, and eLearning course tests are administered at the Brunswick University Center and the Eastern, Metropolitan, Western, and Westshore campuses.

The Testing Centers administer exams to individual students. The centers are not able to accommodate entire classes.

All course exams are administered precisely according to faculty instructions. Please complete the exam proctoring form which is available in each Testing Center.

When testing, students must present photo identification (Tri-C photo ID preferred) and must provide faculty name, course number, and test name and/or number.

To provide secure and efficient test administration, please label exams with your first and last name, course number, and test name and/or number. Color-coded tests are suggested.

The Testing Centers accept exams from faculty in person or sent through College mail. Tracked mail service is suggested. No email or faxes, please. The Testing Centers do not email or fax completed exams to faculty.

Instructors provide all testing materials, including answer sheets.

The Testing Centers do not distribute or collect assignments or other materials.

Students must turn off all electronic devices while in the Testing Centers. No food or drink is permitted.

Children are not permitted in the Testing Centers.

**IMPORTANT DATES**

**Monday, January 16**  
Martin Luther King Day  
College Closed

**Tuesday, January 17**  
Spring Semester—16-week and Session A 8-week classes begin.  
Limited tutoring begins.

**Monday, January 23**  
Tutoring begins at Eastern, Metropolitan and Western Campuses.

**Saturday, January 28**  
Saturday Tutoring begins at Eastern, Metropolitan and Western Campuses.

**Monday, March 12 – Sunday, March 18**  
Spring Break – No classes scheduled

**Monday, May 7 – Sunday, May 13**  
Final Exam Week – Full Term

**Saturday, May 5**  
Last day of Saturday tutoring

**Friday, May 11**  
Last day of tutoring

**Sunday, May 13**  
Spring Semester Ends

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**EASTERN CAMPUS**  
Assessment, Testing, & Tutoring  
ESS 1108  
216-987-2256

**METROPOLITAN CAMPUS**  
Assessment & Testing  
MSS 103  
216-987-4311

**WESTERN CAMPUS**  
Assessment, Testing, & Tutoring  
WTLC 115  
216-987-5257

**WESTSHORE CAMPUS**  
Assessment, Testing & Tutoring  
SHCS Building  
216-987-3888  
CCW Building  
216-987-5888

**BRUNSWICK UNIVERSITY CENTER**  
Testing 216-987-3877  
Tutoring 216-987-3879

**MOST TESTS ARE ADMINISTERED ON A WALK-IN BASIS; NO APPOINTMENT IS NECESSARY.**
**ASSESSMENT TESTING**

- English and math assessments are mandatory at Tri-C and determine the courses for which a student may register. Taking the assessment tests seriously and doing well on them can save students time and money because they will have fewer courses to take.

- Students are strongly encouraged to review basic Math and English concepts prior to taking the assessment tests; see sample test questions at: [http://www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html)

- Students must complete the College admission process before taking the assessment tests.

- Assessment tests are administered on the computer and are not timed. Students may use the online calculator for the math assessment.

- Students should take assessment results to counseling appointments and/or orientation sessions.

- Students may use qualifying ACT scores instead of taking the COMPASS math and English placement tests. Please contact your Testing and Assessment Center for information.

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**ASSESSMENT AND TESTING HOURS**

**EASTERN, METROPOLITAN, WESTERN, AND WESTSHORE CAMPUSES**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday—Thursday</td>
<td>9:00 a.m.—7:30 p.m.</td>
</tr>
<tr>
<td>All tests collected promptly at 7:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Begin assessment tests no later than 5:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m.—2:00 p.m.</td>
</tr>
<tr>
<td>All tests collected promptly at 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Begin assessment tests no later than 11:30 a.m.</td>
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</tbody>
</table>

**Please call Brunswick University Center and Corporate College West for testing hours.**

Brunswick 216.987.3877
CCW 216.987.5888

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**SATURDAY eLEARNING COURSE TESTING DATES**

February 11 & 25; March 10; April 7 & 21; May 5 & 12

**ALL CAMPUSES**

9:00 a.m. – 1:00 p.m.

All tests collected promptly at 1:00 p.m.

- On-campus course exams are not proctored on Saturdays.

- Only exams for eLearning courses and Access students are proctored during final exam week.

- The Learning Center will proctor on-campus course exams during final exam week only with approval from the Academic Associate Dean.

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**TUTORING INFORMATION**

Free tutoring is available for many Tri-C courses. Students must be currently enrolled in the course for which they request tutoring. Tutoring is not offered in all courses. Please contact the Tutoring Center of your choice for additional information.

Eastern 216.987.2256
Metropolitan 216.987.4311
Western 216.987.5257
Westshore Buildings:
   SHCS 216.987.3888
   CCW 216.987.5888
Brunswick 216.987.3877

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**GENERAL TUTORING HOURS**

**EASTERN, METROPOLITAN, WESTERN AND WESTSHORE CAMPUSES**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday—Thursday</td>
<td>9:00 a.m.–7:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m.–2:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m.–1:00 p.m.</td>
</tr>
</tbody>
</table>

**Smarthinking.com**

Currently enrolled Tri-C students can submit a question and get a timely response, interact with a live E.structor®, schedule a personal session, and/or submit a paper to an online writing lab. Students log in to Smarthinking.com through my TRI-C space, Student Services tab, Academic Support Services channel.

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**COURSE TESTING INFORMATION FOR STUDENTS**

- Course tests are administered on a walk-in basis. **No appointment is necessary, but plan adequate time to complete exams.**

- Students must present photo identification for all testing services. Tri-C photo ID is preferred.

- Students must provide faculty name, course name and number, and test number.

- All course exams are administered precisely according to faculty instructions.

- Students must turn off all electronic devices while in the Learning Center. No food or drink is permitted.

- Children are not permitted in the testing centers. Please make arrangements for child care.