

Learning Commons - Testing Center (Elko and all GBC Campuses) **[Title of WebPage]**

Our facility provides a quiet environment for students and community members to take exams and tests.

We are located on the Elko campus in [McMullen Hall in the Library](#).

Testing Centers are also located at the Ely Center, Pahrump Valley Center and Winnemucca Center for in-person tests.

Hours & Closures [Header]

Spring and Fall Semesters: Monday through Friday, 9 am to 7 pm

Summer and Winter hours: Monday through Friday, 9 am to 5 pm

We are closed on weekends and holidays, including New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day Observed, Juneteenth, Fourth of July, Labor Day, Veterans Day, Nevada Day (last Friday in October), Thanksgiving (Thursday and Friday), and Christmas Day.

Appointments [Header]

GBC students must schedule their in-person and Zoom exams at least 24 hours in advance during the semester. We recommend scheduling midterm and final exam appointments at least three weeks in advance to ensure your time is reserved during the semester's busiest weeks.

Same-day appointments or walk-ins are determined on a case-by-case basis and should not be relied upon as standard practice.

WCOOnline [sub header]

Access [WCOOnline via MyApps](#) to schedule your appointment. Select your professor, class and exam to give proctors information about your test and prepare for your visit.

Only GBC students who have access to WCOOnline via MyApps can edit, reschedule or cancel appointments. Older accounts created before August

2025, or students registered with a personal email account, will not have access to editing or canceling options.

Exceptions for Non-GBC students [sub header]

For other test takers for Non-GBC exams, CLEP, HiSet, and newly enrolled students needing to take the Accuplacer Placement test for Math and English, please contact the Testing and Tutoring Coordinator at 775-327-2125 or by email at testing@gbcnv.edu.

In-Person and Zoom testing [Header]

All students who take exams in person at one of the GBC centers or on Zoom are required to provide physical forms of identification with a current photo before testing.

Acceptable Forms of ID

- Driver's License or Permit (any state)
 - ID's that have been voided or lost and are accompanied by paperwork from the Nevada DMV
- Passport (any country)
- Great Basin College Student ID card (may be obtained from the Admissions Office in Berg Hall)
- Tribal ID
- Military ID (for active or retired military or spouses)
- A high school or other school ID card must be issued within the current school year

Unacceptable forms of ID

- IDs that have been voided or are lost and do not have any paperwork from the Nevada DMV will not be accepted
- Expired IDs or school IDs more than 2 years old will not be accepted. Students will be directed to Admissions and Records to obtain a GBC ID before proceeding with the exam.
- Pictures of IDs on a phone or photocopies of IDs are not acceptable for testing.

If you have an ID that is not on this list or have questions, please contact the Testing and Tutoring Coordinator at 775-327-2125 or testing@gbcnv.edu.

Zoom Testing [sub header]

Students opting to test online must have the following computer equipment before testing:

- Desktop or laptop computers with Windows 11 or Mac operating systems installed
- Working webcam and microphone, either built-in or plugged into the device
- Reliable internet connection with fast upload and download speeds
- Zoom software/app downloaded and installed, current version, from the Zoom website

Students must be in a room by themselves, with no other people in the area or entering or exiting the room, for the duration of the test, and must sit at a desk, table, or counter. The microphone and camera must be left on for the entire test. Proctors will request a view of the room and work area before starting the exam to ensure that only allowed materials are available and that the area is clear of people and other distractions.

Appointments may be rescheduled for one of the following reasons:

- Using a Chromebook, tablet, iPad or phone to take the test instead of a Windows 11 or Mac computer
- Poor internet connection resulting in crashes or frequent disconnections from Zoom within the first 10 minutes of entering the Zoom meeting
- Extensive technical issues that may take longer than 10 minutes to resolve, including microphone, speakers or webcam connectivity, or Zoom download issues
- The student is in a public location such as a library, coffee shop, restaurant, busy office or vehicle.
- The student is attempting to test within a GBC building instead of the Testing Center located at the Elko, Ely, Pahrump or Winnemucca campuses

It is the students' responsibility to secure the proper computer equipment before the next appointment and reach out to their professor for an extension and explanation if the test is rescheduled.

Belongings, Materials & Phones [sub header]

Test takers arriving at the Learning Commons Testing Center in Elko will be issued a locker to store personal belongings, phones and smart watches.

Students will be allowed to access their Canvas accounts via Multi-Factor Authentication before surrendering their phones to the proctor in a device locker.

Students who require their phone or other electronic devices for medical purposes and must keep them nearby must disclose this to the proctor before the test begins.

Proctors will verify materials allowed by your instructor or test delivery platform before the test begins. Our center provides:

- Blank and graphing scratch paper (must remain in the Testing Center after exam)
- Pencils and erasers
- Calculators on loan: TI-84, Casio, scientific and basic calculators
- Earmuffs and earplugs for students sensitive to noise or distraction
- Whiteboards and wet-erase markers for Pearson Vue exams
- Formula sheets, if allowed by the professor or test delivery platform

Scratch paper used during the exam will remain with the proctor in the Testing Center and will be destroyed unless the professor requests that it be scanned and emailed to them.

Accuplacer [Sub header]

Accuplacer placement English and Math tests are for newly enrolled Great Basin College students to determine the best English and Math courses for their degree plan.

All new students receive two attempts for each placement test. Third and subsequent attempts incur a \$25 fee per attempt.

Scores are available at the completion of the exam.

Students are allowed scratch paper and pencils only. Calculators, formula sheets and other aides are prohibited.

There is no time limit for the exams, and they can be paused and resumed on a different day.

The Accuplacer test includes placement testing only for Great Basin College English and Math courses listed in the current GBC Course Catalog. Other NSHE institutions or out-of-state colleges have Accuplacer placement tests designed specifically for their course catalog. If you are seeking a placement test for another institution, please contact that school for more information.

To schedule an Accuplacer appointment at the Elko campus or online with Zoom, please call 775-327-2247.

For Accuplacer appointments at other campuses, please contact the Ely Center at 775-327-5350; Pahrump Valley Center at 775-327-5210, or the Winnemucca Center at 775-327-8200.

GBC professors [Sub header]

A proctor form must be completed by instructors and submitted to all Testing Centers in Elko, Ely, Pahrump, Winnemucca and the Battle Mountain Dual Enrollment classroom three weeks prior to the first exam due date.

The form must include the following information:

- Instructor contact information
- Passwords
- Exam time limits
- Testing platform; note if the exam is delivered on Canvas, Pearson, or other software
- Due dates and/or testing windows for each exam
- Materials allowed for the exam(s) (notes, calculators, etc.)

- Materials prohibited for the exam(s) (books, notes, online resources, etc.)
- Special instructions regarding scratch paper, make-up exams, extensions, breaks, extra time or other information

Paper-based tests must either be dropped off with Testing Center staff or emailed with an accompanying proctor form.

A new proctor form must be sent to all testing locations at the start of each semester.

- [Academic Success and Test Center - Exam Proctoring Form](#) (PDF)

Non-GBC courses for in-person tests [sub header]

We welcome students from other colleges and universities in Nevada and across the country to use our Testing Center for in-person tests only. If you require an online option, please contact your school's testing department first to determine whether they can accommodate your situation.

Students can provide their professors with the Testing and Tutoring Coordinator's contact information (testing@gbcnv.edu) to initiate contact between GBC and the other school. Professors or department administrators will email testing information to the Testing Center directly ahead of the exam's due date(s) for the entire semester.

Non-GBC students are required to pay a \$25 proctor fee for each day they test. They must also follow the Testing Center's rules and regulations regarding ID verification and storage of belongings and electronic devices. They must also adhere to their professors' exam requirements and comply with their professors' or departments' rules, such as signing a confidentiality agreement or honor statement.

- [Learning Commons Testing Center - Exam Proctoring Form](#) (PDF)

ADA/Accommodations Testing [Sub header]

Students requiring accommodations for their exams, such as a private room, additional notes, breaks or extra time, must reach out to the Director of

Accessibility Services/Title IX Coordinator each semester. Once the paperwork has been processed, students must submit their paperwork to their professors, who will relay it to the proctors at the appropriate center.

Proctors cannot refer to students' accommodations from the previous semester, as students must renew their paperwork with the Director of Accessibility Services each semester.

Anyone requiring a private room at the Elko campus must contact the Testing and Tutoring Coordinator two weeks before their exam to arrange the private room and an additional proctor for the test. Please call 775-327-2125 or email testing@gbcnv.edu.

For private room arrangements at other campuses, contact the Ely Center at 775-327-5350; Pahrump Valley Center at 775-327-5210, or the Winnemucca Center at 775-327-8200.

Testing Fees [Header]

The Learning Commons Testing Center is free for Great Basin College students who are assigned exams and tests by their professors for their courses during the semester.

Fees apply to certain tests that may be purchased for professional development or licensure. Multiple tests taken within one day only require one fee.

- Non-GBC tests for institutions that are not affiliated with Great Basin College - \$25
- Accuplacer - \$25 for third and subsequent attempts (all newly enrolled GBC students receive two free attempts)
- HiSet (High School Equivalency Exam) battery of five tests - \$115 effective July 1, 2026
- CLEP tests for GBC or other institutions - \$25
- Pearson Vue (may include, but not limited to: Nevada Real Estate, Nevada Insurance, Nevada Cosmetology Law, CBEST, GED, National Registry of Emergency Technicians, TSA, Pharmacy Technicians, American College or other clients of Pearson Vue) - \$25

- Praxis education certification exams - fee included within exams
- All other exams requested by community members for professional development or certification - \$25 per test taker

Contact Information [Header]

Testing & Tutoring Coordinator - Call 775-327-2125 or email testing@gbcnv.edu