Name of Student

Name of Professor

Name of Class

Day Month Year

Testing Center

Volunteer State Community College is one of the most famous colleges located in Gallatin, Tennessee that is being supported by community. There are many departments, offices, organizations, and employees in this college that have been assigned different tasks by the central authorities or administration. Testing center is one of the central departments that have been serving students, faculty and all other community members that are working or studying in this community college. It facilitates people from all the four campuses who wanted its assistance. This testing center helps college in arranging test or examination that would help college in selecting the applicants, who would be competent to be enrolled in Volunteer State Community College.

***Functions of the testing center:***

Many workers work at the office of this testing center so by having interview of one of its employee much useful information has been gathered about function, nature of work and staff members of this testing center. During interview, employee has told about the purpose of this testing center and how this testing center is helping people when they wanted to get admission in this college (Consacro,et,al,1996). There are many tasks that this organization does, such as, it took exam or offer tests, result of the test score and do the career counseling of students who wanted to have guidance when they got confused while choosing their subjects. Students who apply for admission in this after being selected for test by clearing initial formalities, test center schedules tests for. Tests are conducted from students for checking their capabilities before giving them admission in college. Testing appointments are only online that’s why this center is of great importance for college as well as students. While setting a suitable time for testing appointment, this center takes care of the thing that a candidate should be able to complete his test before the published closing time of this center. Students could have all other necessary information about their exams and syllabus from this center just by logging into their student profile. All the things are being done online before the student comes for their test and walk-in cannot be guaranteed, so the examinee has to contact the center before the scheduling of exam. The examinee has to pay fee of examination that he is going to take. No edibles are allowed inside testing center, and no candidate is allowed to take any member with him inside the center.

There are specific requirements of this testing center as well because before having an exam, examinee has to provide unexpired identification photos so that one could have an entry in this testing center, photocopies, and faxes, etc. Examinees used to be given sufficient time so that they could easily complete their exam, before closing time of this testing center. Another important thing that employee has told during the interview was that, this centers also help applicants in knowing about specific courses that four campuses of this college offer. Through the interview, it was cleared that not all campuses are going to offer same courses rather they would have different courses that are going to be offered by specific campuses. Not all the tests are going to be available at all campuses. Testing center not only plays a vital role for conducting tests of ordinary applicants or examinees even it offers services for disabled applicants with best of its efforts. It offers accommodation and support services for disabled students who would be registered with the Office of Disability Services. Testing center also encourages disabled students to contact Office of Disability Services before conducting any test at this center. It also has a healthy system of check and balance, for preventing incidents of academic dishonesty and takes such incidents seriously.

***Methods used for advertisement:***

Testing center as being one of the most important parts of this college, do its advertisement along with advertisement of this college. It uses internet for making people aware about it. When a student would want to get in this institute, he has to contact this testing center and has to be in touch with this center. It also uses the main website of this college for its advertisement as when one is going to search for this college he is going to check how one could have an admission. Not only this center is going to take test at the time of admission, instead it is also going to provide most relevant information to students regarding their course and syllabus, so it advertise about itself, after a student is being selected for admission in this institute (Stein,et,al,2011). Testing center also does advertisement by giving all significant information about it, on college website so that students could have all details about the testing center by having a click on the specific space on the college website where there would a specific place for this testing center. Being an individual part of college, it advertises about itself on different social sites such as Facebook. Other social sites that are popular among students are being used by this testing center for its advertisement. So as a whole it could be concluded that this testing center is helping college for enrolling students and also it helps enrolled students by providing them guidance throughout their semester before they pass their final exam. Testing center is helping not only to the students but also it is serving as a great helping hand for the college.

***Answers:***

* A student is going to choose a subject by having a look at the list of subjects that one campus would offer, so only the chosen subject would automatically fit into the school. English would fit in the school as it would offer English as one of its subject. So the students should not worry about their subject would fit as the institute would not offer the subjects that would not fit.
* The testing center is going to provide all the services mentioned above to the students and would facilitate students who would be competent enough to get enrolled in college.
* The testing center is quite valuable for the population as well as students as it would screen eligible and non-eligible students. It is valuable because it would provide the opportunity of study to only those students who would deserve among all the applicants.
* English subject has been presented as an essential subject and students who wish to clear test of the testing center should have excellent command over their subject. English presents itself as a prestigious subject. English being one of the compulsory subjects would be offered in almost all the four campuses.
* The audience of this subject is not explicitly separated or recognized, but mainly it would include those who would be more interested in literature or poetry, etc. But professors would be the audience when it comes to writing, and they would see what caliber one got.
* The purpose of this organization is to arrange tests for examinees and it used to do evolution for the examinees as well. It would help the college in deciding who should get in the college and who should not. Also, it would keep the students update about all the essential things about the semester as well.

Work Cited:

Consacro, D. Peter, and Richard G. Rhoda. "Community colleges in Tennessee." *Community College Journal of Research and Practice* 20.6 (1996): 575-584.

Stein, Barry, and Ada Haynes. "Engaging faculty in the assessment and improvement of students' critical thinking using the critical thinking assessment test." *Change: the magazine of higher learning* 43.2 (2011): 44-49.