

**University Testing Services
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Mission Statement:

**THE MISSION STATEMENT FOR UNIVERSITY TESTING SERVICES OF
THE UNIVERSITY OF GEORGIA**

As a member of the Division of Student Affairs, University Testing Services supports the personal and professional growth of students enrolled in the University of Georgia, and the educational mission of the University. In our efforts to accomplish this mission, [University Testing Services' role is to provide, in a caring and concerned manner, a professional, centralized, and efficient office to meet varied testing and evaluation needs of the different university communities. This service and attitude are extended beyond the university to the varied constituencies of our service area.](#) These services are offered with respect for others, appreciation of diversity, and compassion for the people we serve. To ensure excellence in professional service, University Testing Services' staff has a commitment to growth and wellness, and engages in ongoing professional development.

Date University Testing Services Opened:

The center was opened just after the end of World War II in 1945. It was then the Veterans Guidance Center.

THE CORE VALUES: THE FOUNDATION OF THE MISSION STATEMENT

Respect: Acceptance, tolerance and autonomy reflected in the ways that University Testing Services operated, the way the staff treats each other and the way the staff treats those they serve in the campus community and beyond.

Assertiveness: An expectation of open, honest and direct communication between staff and those they serve.

Wellness: A holistic focus that encourages balance in the ways the staff lives and works, nurturance, kindness, gentleness, harmony, and an expectation that we strive to model the same in all of our interactions.

Growth: Providing an environment and services that promote the evolution of self and others towards actualization. This requires an awareness of and the willingness to respond to the changing needs of the campus community and beyond, and of University Testing Services.

Diversity: A community that embraces diversity and promotes respectful and harmonious relationships with a commitment to social justice.

Professionalism: A collaborative way of working that values creativity and encouragement, and contributes to the delivery of services with integrity.

In line with the above statement of philosophy, the University Testing Services has the following objectives and functions.

Objectives

- To provide comprehensive test administration, scoring, and analysis services to aid students, faculty, and the general public in their educational endeavors and decision making.
- To work in close cooperation with other Student Affairs offices, academic departments, and University agencies in planning and implementing relevant programs and services for students.

Functions

1. Administer computer-based testing for national testing programs (GMAT, GRE General, NBPTS, Praxis I, and TOEFL).
2. Provide individual testing services (i.e., Advanced Placement Tests, I-SAT, etc.).
3. Administer University wide group testing programs (i.e., Freshmen Orientation, Regents' Testing Program, etc.).
4. Administer Saturday national testing programs (i.e., GRE, LSAT, MCAT, etc.).
5. Provide test scoring and test analysis service for faculty and staff.
6. Provide consultation services to departments to set-up departmental testing programs.

CONFIDENTIALITY

All information, contacts, and interactions with the clientele of University Testing Services is to be considered confidential and discussed only with other University Testing Services staff as needed to perform job-related tasks. University Testing Services support staff is not to provide any information to anyone outside University Testing Services regarding the current, past, or prospective clientele. Requests for information should be directed to appropriate University Testing Services staff or administrators. Failure to follow this policy is considered basis for disciplinary action, including termination.

UNIVERSITY TESTING SERVICES DESCRIPTION

University Testing Services serves as the secure testing facility for the University community. University Testing Services staff receive numerous requests for test administrations, assistance and/or consultation in devising new testing procedures. Or assistance in revising current testing programs. Many academic departments and University programs utilize the testing staff or facility for their testing needs. University Testing Services is comprised of the **Testing Information and Registration Service** and 6 divisions: the **Computer-based Testing Services** division, **Individual Testing Services** division, the **Group Testing Services** division, **Saturday National Testing** division, the **Scoring and Analysis Services** division and a **Testing Program Consultation** division.

The **Testing Information and Registrations Service (TIRS)** is the initial contact for the receipt of information about and making appointments for testing. A separate phone line (542-TEST) provides the caller with recorded testing information with the option of transferring to a staff person. Established in 1995, the **TIRS** also serves as the initial contact for the University Testing

Services and provides a variety of information related to available testing programs and referrals to national programs, as needed. Students may also utilize our web site: www.uga.edu/testing/.

Computer-based Testing Services currently provides testing facilities for several testing programs sponsored by Educational Testing Services (ETS). These programs include the Graduate Management Admissions Test (GMAT), Graduate Record Examination (GRE-General), National Board of Teacher Standards (NBPTS), Teacher Certification (PRAXIS I), and Test of English as a Foreign Language (TOEFL). Generally, there are 2 testing sessions scheduled each day, at 8:30 a.m. and 12:30 p.m. Occasionally, an evening session is offered at 4:30 p.m.

Eight testing stations are available for candidates who may register through University Testing Services (542-8378) or the National Registration Center for each testing program (toll free - see program bulletin). Holidays, inaccessibility due to campus events, and other scheduled closings of the University Testing Services Complex or University will affect the computer testing schedule. Information and registration bulletins are available for most programs, with the exception of the NBPTS, through the Center. The addition of computer-based testing services for local and other national programs is anticipated within the next few years. Three staff persons are assigned to the computer-based testing division.

Individual Testing Services are provided daily in the University Testing Services Complex (“Testing Room”) on a walk-in basis (for some programs) or by appointment. Individual testing is available for: Academic Profile, Accounting Test, Algebra, Chemistry Placement, Computer-Adaptive Placement Assessment and Support System (COMPASS), Constitution Tests, English Placement/Exemption, foreign Language Placement/Exemption: (French, German, Italian, Latin and Spanish), History Test, Independent Study, Institutional SAT, Journalism Written Statement of Interest, Math Placement/Exemption, Psychology Credit Exam, Reading Comprehension, Regents’ Exams (special accommodations only) and Writing Sample. Test materials are usually scored on-site, mailed to central scoring location, or returned to the originating department for scoring. Most of the testing instruments are computer scored on site. In a given year, the Independent Study, and placement testing programs are usually the most heavily utilized programs. Two support staff people are assigned to the Individual Testing Service.

Group Testing Services consists primarily of University-wide testing programs, some of the same areas as individual testing, and a few national testing programs. Those tests are: Academic Profile, Algebra, Chemistry Placement, Constitution Tests, English Placement/Exemption, Foreign Language Placement/Exemption: (French, German, Italian, Latin and Spanish), History Test, Institutional TOEFL, Math Placement/Exemption, MAT, Reading Comprehension, Regents’ Exams and Writing Samples. Group testing personnel are responsible for the administration of summer and semester orientation testing sessions as well as the expeditious scoring and reporting of these results. In a given year, the Regents’ and placement programs are usually the most heavily utilized.

For University-wide testing programs, University Testing Services is responsible for scoring and reporting test results via upload to the Student Information System or via contacting the Advanced Placement Office. University Testing Services has no responsibility for the scoring of national testing programs sessions; the materials are returned to the originating company for scoring and reporting. One full time staff person is assigned to coordinate the efforts of the group testing division; additional hourly and “independent contract” personnel are utilized as needed for test administrations.