

Germanna Community College (GCC) Testing Services IC3 Computer Competency Test

Germanna Community College requires many degree seeking students to demonstrate proficiency in computer operations and software applications.

IMPORTANT NOTICE:

- **Appointments to take the IC3 Computer Competency Test MUST be scheduled ahead of time via email; NO WALK-INS.** We do not accommodate same day testing requests.
- **Your appointment is not confirmed until you have received a confirmation email from GCC Testing Services;** otherwise, you will not be allowed to test. Please **allow 5 business days (not including weekends and holidays) to receive a confirmation of your appointment time.**
- **You can only take the test ONCE.** If you do not pass the exam, then you will be required to take ITE 115.
- You **must receive a score of 700 or higher to pass the exam.**
- Taking this exam does not replace a previous grade in an ITE 115 course; your transcript will still reflect the grade you earned. Please contact your faculty advisor or a counselor if you have questions.
- Allow at least (1) one hour to take the test.
- There is NO FEE for this test.

Procedures for GCC Students Taking the IC3 Computer Competency Test:

1. Appointment requests MUST be submitted via your VCCS Blackboard email address account to FACTesting@germanna.edu.

The test is only available at the Fredericksburg Area Campus on designated days by appointment only. Please email the FAC Testing Center or visit the Testing Center website for the dates and times.

2. Please email your request from your VCCS Blackboard email address. We cannot schedule your appointment unless we receive ALL of the requested information.
 - ✓ Your full legal name
 - ✓ your Germanna/VCCS EmplID Student Number
 - ✓ Your GMetrix username (**You are required to register for account at: <https://www.gmetrix.net> prior to coming to the testing center.**)
 - ✓ your primary contact phone number
 - ✓ your preferred appointment date (please be specific)
 - ✓ your preferred appointment time (please be specific).
 - ✓ Major/Program of Study:
 - ✓ And your VCCS Blackboard email address (we can respond only to VCCS Blackboard emails.)
3. Once this information is received from you, you will receive an email confirmation of your appointment day and time. Your appointment is not confirmed until you have received a confirmation email from Testing Services.

Please visit our web page for more detailed information on the test:

<http://www.germanna.edu/testing/ic3-computer-competency/>

Important Reminders for IC3 Testing:

- You **MUST** bring valid identification that contains both a photograph and a signature. Germanna student IDs will not be accepted for the IC3 Computer Competency Test.
- Students must abide by Germanna Community College Testing Services policies and procedures when testing.