

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Student Success and Testing Center



Policy #:	CVCC0154
Effective:	__/__/__
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

STUDENT SUCCESS CENTER -- TUTORING & TESTING:

Tutoring

Offers tutoring services for selected courses. The service is free and open to all CVCC students who need assistance in meeting their academic goals. Tutoring will be offered in person and virtually. Appointments are encouraged as subjects and tutor availability vary during operating hours. Tutoring Hours: Monday – Friday, 9:00 a.m. – 5:00 p.m. (other times at tutor’s discretion). Students can schedule a tutoring appointment through Navigate Student (log on to myCVCC, click on the Navigate Student Tile, and follow directions) or by calling 434-832-7827 or emailing testingcenter@centralvirginia.edu.

Testing

The Testing Center hours of operation are Monday – Friday, 9:00 a.m. – 5:00 p.m., by appointment. A picture ID will be required to test. Please call 434-832-7827 or email testingcenter@centralvirginia.edu.

Proctoring services provided for the following: Make-up exams, ADA exams in which the student needs additional time, certification exams, approved SSDL exams, and NAS 2 challenge exams. If students are experiencing technical difficulties, they may test in the center as well.

Faculty will need to submit a copy of the test and fill out a Testing Information Form to the Testing Center.

24 Hour Online Tutoring

BRAINFUSE: This is an online, on-demand, live tutoring service that is available 24 hours a day, 7 days a week, enabling students to get the help they need when they need it. Brainfuse is located through your Canvas account (log on to myCVCC and click on the Brainfuse tile). Please note that students are limited to 5 hours per semester. The Student Success Center may grant additional hours upon request