

**Directions:** Bring completed form to any of NOVA's six campus testing centers (see section D). **Students must begin testing no later than two hours before the testing center closes.** Students must adhere to NOVA's general testing procedures and rules. Please see the NOVA testing site for complete rules <https://www.nvcc.edu/testing/procedures.html>. **Testing computers may be limited during Saturday testing. Please plan accordingly.**

**All students must bring a valid high school or government issued photo ID. Do not bring** course notes/text books, scratch papers, personal electronic devices, food and other beverages, backpacks and other items prohibited in the testing centers.

**Students needing accommodations:** Students requesting a testing accommodation must have a memorandum on file with NOVA Disability Support Services (DSS) **prior** to taking the VPT. Accommodations are not retroactive and will not be granted without following the process as outlined by DSS. Accommodations must relate to the VPT. For more information about accommodations, go to <https://www.nvcc.edu/disability-services/> or contact DSS at [disabilityservices@nvcc.edu](mailto:disabilityservices@nvcc.edu). For students requesting to have access to 'quiet rooms', as part of their accommodation, the student must contact the testing center directly for availability **prior** to testing.

**SECTION A: Student Information (to be completed by the student)**

Student Name: \_\_\_\_\_ NOVA EMPLID # (not your HS ID #): \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Student HS Grade Level: \_\_\_\_\_

**SECTION B: Proctor Information (to be completed by the proctor or counselor)**

District: \_\_\_\_\_ HS Proctor/Counselor Name: \_\_\_\_\_

High School: \_\_\_\_\_ Proctor/Counselor Email: \_\_\_\_\_

Test Date: \_\_\_\_\_ Proctor/Counselor Office Phone: \_\_\_\_\_

HS Proctor/Counselor Comments: \_\_\_\_\_

**SECTION C: Circle the test to be proctored (to be completed by the proctor or counselor)**

- VPT English – NEW TEST
- VPT Mathematics – NEW TEST
- VPT English – RESUMING TEST
- VPT Mathematics – RESUMING TEST

**Note: only one test will be given at a time**

**SECTION D: NOVA Testing Centers Contact Information, Locations, & Hours**

NOVA Campus Testing Center Hours are found here: <https://www.nvcc.edu/testing/hours.html>

**Alexandria Campus** – Bisdorf Bldg., Room 156  
5000 Dawes Ave., Alexandria, VA 22311  
[altestctr@nvcc.edu](mailto:altestctr@nvcc.edu) | 703.845.6336

**Manassas Campus** – Howsmon Hall., Room 308  
10950 Campus Dr., Manassas, VA 20109  
[matestingcenter@nvcc.edu](mailto:matestingcenter@nvcc.edu) | 703.257.6699

**Annandale Campus** – CA Bldg., Room 115  
8333 Little River Tnpk., Annandale, VA 22003  
[antesting@nvcc.edu](mailto:antesting@nvcc.edu) | 703.323.3833

**Medical Campus** – Room 344  
6699 Springfield Center Dr., Springfield, VA 22150  
[mectesting@nvcc.edu](mailto:mectesting@nvcc.edu) | 703.822.6654

**Loudoun Campus** – (in a mobile trailer at the intersection of Logan Way and Ankers Shop Circle starting May, 2019 during building renovation)  
21200 Campus Dr., Sterling, VA 20164  
[lotesting@nvcc.edu](mailto:lotesting@nvcc.edu) | 703.450.2508

**Woodbridge Campus** – WS Bldg., Room 436  
2645 College Dr., Woodbridge, VA 22191  
[wotestingcenter@nvcc.edu](mailto:wotestingcenter@nvcc.edu) | 703.878.5787