

Process for Student – Appointment

1. Obtain permission from instructor to take the exam at the Testing Center.
2. Contact the Testing Center for an appointment at least 2 business days before exam.
 - a. Email course name, instructor name, exam, availability and accommodations, if needed to ivctesting@ivc.edu
3. Confirm appointment with Testing Center staff.
4. Once confirmed, an email confirmation and Outlook invite will be sent to you.
5. Follow up with instructor to ensure test materials are delivered to Testing Center before the appointment.
6. No same day appointments or walk-ins; availability limited during busy times.

Process for Student – Day of Appointment

1. Purchase a parking permit, if needed. IVC and Saddleback permits are valid at IDEA at ATEP.
 - a. \$15 cash or check; no credit cards
2. Bring a valid (non-expired) photo ID
 - a. IVC or Saddleback college ID
 - b. Passport
 - c. Driver's license
 - d. State issued ID
3. Bring approved exam aids.
4. Arrive on time.

Reminders

1. Bring a valid (non-expired) photo ID. If you do not have a valid photo ID, you will not be able to take the exam.
2. All exams must be completed before the Testing Center closes.
3. Only approved exam aids on the “allowed list” will be permitted.
4. Read the confirmation email before arriving. The email includes directions to IDEA and parking information.
5. Purchase a parking permits, if needed.
6. Lockers are available for small items. Please leave larger items such as backpacks, large purses, laptops, etc. at home or in your car.
7. If you are later than 30 minutes to your appointment, you will need to reschedule your exam.
8. Make an appointment at least 48 hours in advance.
9. No walk-ins or same day appointments.

If you have any questions about process, please contact the Testing Center at (949) 367-8340 or via email at ivctesting@ivc.edu

Hours of Operation
Monday through Friday, 8:00am-5:00pm