

Testing Services

IC3 Computer Competency Test

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

IMPORTANT INFORMATION FOR STUDENTS

- **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 (excluding weekends and holidays) for 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 152.
- **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 152 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 hour to take the test.
- There is NO FEE for this test.
- You MUST bring an unexpired 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.

Procedures for GCC Students Taking the IC3 Computer Competency Test:

1. Appointment requests MUST be submitted via your VCCS Canvas email account to FACTesting@germanna.edu. **The test is available by appointment at the testing centers and via Zoom remote proctoring.** Visit the [Testing Services](#) webpage for more detailed information on the test.
2. If possible, please email your request from your VCCS Canvas email address. We cannot schedule your appointment unless we receive ALL the requested information.
 - ✓ **Your full legal name**
 - ✓ **Your Germanna Student ID number**
 - ✓ **Your GMetrix username** (You must register for an account at the [GMetrix](https://www.gmetrix.net) website, <https://www.gmetrix.net>, before scheduling an appointment.)
 - ✓ **Your primary contact phone number**
 - ✓ **Your preferred testing mode** (Fredericksburg, Locust Grove, or Stafford) **or** Zoom proctoring
 - ✓ **Your preferred appointment date and time**
 - Fredericksburg – Monday to Friday; 9:00 a.m. to 3:00 p.m.
 - Locust Grove – Monday to Thursday; 9:00 a.m. to 3:00 p.m.
 - Stafford – Monday or Thursday; 9:00 a.m. to 1:00 p.m.
 - Zoom* – Monday to Friday; 8:00 a.m. or 1:00 p.m. (Some dates and times are unavailable.

*Students must attend a Proctor-Assisted Exam Setup session via Zoom before receiving services.)
 - ✓ **Your Major/Program of Study**
 - ✓ **AND your VCCS Canvas email address**

3. Once all your information is received, you will receive confirmation via email of your appointment day and time. Your appointment is not confirmed until you have received a confirmation email from Testing Services.

Rev. April 1, 2026