



Testing Services

Testing Support Office - TLC Building, Room 120

Email: lcc_online_testing@lcc.edu - Phone: 517-267-5503 - Web: www.lcc.edu/testing

Course Testing Guidelines for Faculty

Exam Delivery Requirements:

- D2L exam coversheets with no additional testing materials can be emailed directly to the Testing Support Office. Generating coversheets electronically through the myLCC portal work tab allows faculty to send their test instructions without the hassle of physically dropping them off. There is a checkbox at the bottom of the form to send the coversheets to the AC electronically. Please be sure to provide the exam password in the proctor instructions/password area on the coversheet generation form.
- Paper exams must be hand delivered to the Testing Support Office, TLC 120. Faxed or mailed exams will not be accepted. Please contact your department office if assistance is needed with paper exam delivery. Testing Services will not accept exams delivered by students who are enrolled in your class. We require one coversheet/test information sheet per exam. Coversheets must be filled out completely and attached to each exam. Testing Services will not assemble exam materials.
- If using scantron answer sheets with your exams, the scantron answer sheets must be included with the test. Please contact your department for answer sheets.

Information on picking up exams:

- Exams completed at main campus must be picked up in person in the Testing Support Office (TLC 120). Exams for online courses that are completed off campus or at an extension center will be emailed to the instructor.

Additional Information:

- Exams will not be administered past the deadline issued by the instructor. We prefer faculty email their students deadline instructions directly. Students can present the extension when they come to test.
- Proctors will follow the instructions on the test coversheet provided by the faculty member. Any changes made to the test referral form must be done or requested by the instructor who submitted the test.
- Testing Services will only receive and store exams to be proctored. Any non-exam-related material (such as homework and projects) will not be accepted.
- All electronic devices, including cell phones, e-readers, laptops, etc. are prohibited in the Course Testing Center. Exams allowing for the use of electronic devices will need to be administered independent of the Course Testing Center. Keep in mind that many e-devices have cameras and unlimited access to the internet.
- Cheating Incidents: All testing irregularities are documented in the form of an Incident Report. Incident Reports are emailed to the Instructor, Department Administrator, and the Office of Student Compliance. Incident Reports typically relate to students accessing unauthorized materials and/or cell phones. Behavior issues are infrequent but will be reported in the form of an Incident Report as well.

Online Course Proctored Exams

***Online students required to take proctored exams may test at the Main Campus Course Testing Center (TLC 104), West Campus, North Campus (by appointment), or the Livingston County Center in Howell.**

The Testing Support Office requires **online** instructors to provide their exams to our office within **3** business days prior to the opening of the exam.

The off-campus testers are the reason for the time frame. In addition to our processing times, the student depends on the institution they are testing at to receive, process, and schedule their exams. All online course students can request to test at an approved non-LCC proctored testing site.

Expectations for Online Instructors:

- Drop off or submit your exams to Main Campus within the time frames stated above. We will send exams to West, North, Livingston, and approved non-LCC testing sites.
- Have your exams ready in D2L and coversheets submitted before the start date.
- Make sure your password is accurate and has been provided.
- Provide accurate and adequate contact information (not the help desk or your department phone number) for possible follow up regarding test delivery issues.
- Provide accurate open and due dates on your coversheets.

Lecture course Make-up exams:

- Limit of 5 exams per course section/per test. Approval of additional exams must come from management or lead support.
- Lecture makeups should be taken at the campus the class meets.
- Testing Services will not send any makeup exams to off-campus testing locations.
- Please try to limit makeup exam allowances during final exam week.

Hybrid course proctored exams:

- Testing Services will not send any hybrid exams to off-campus testing locations.
- Exams for hybrid classes should be administered at the campus the class meets. Please contact a manager if an exception is needed.
- We ask that instructors of hybrid courses proctor their exams in their classroom during finals week. We will not proctor for hybrid instructors who are attempting to provide exams during finals week and not holding classes the last week of the semester. Please contact management if you have any questions.

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