

## OFF-CAMPUS ONLINE COURSE TESTING PROCTOR GUIDELINES

Lansing Community College students can take proctored tests for their online classes at the Downtown Campus Testing Center (GB 2228), West Campus Student Services, and the Livingston County Center. No requests are necessary to test at an LCC campus testing center. Students can also request to test at an approved non-LCC off-campus location, typically another college testing center. Testing fees may apply at non-LCC testing sites.

In order to test at an approved **non-LCC** off campus location, students must:

- Locate an acceptable proctor location- This is typically another college testing center (see below)
- Contact the proctor to verify they are willing to proctor for you
- Obtain specific contact information from the proctor, including proctor name, address, professional email address (not Gmail, Yahoo, etc.), and telephone number. Please contact us if you need help locating a suitable proctor.
- Submit the [LCC Online Course Proctor Request Form](#). Please allow 5-7 business days for processing.
- Monitor your LCC email account for updates on the status of your request.

**Please consider the following as suitable proctors, in order of preference:**

- College Testing Centers, including the following:
  - Members of the [NCTA Proctor Network](#)
  - A college testing center listed on our [map of previously approved proctors](#)
  - Other college or university testing center personnel
- Professional testing center personnel (Sylvan, etc.)
- Military education officers, commanding officers, and military education centers
- High school counselors or administrators (for dual-enrolled high school students only)
- Librarians or library support staff willing to administer and monitor constantly for the **entire** exam session

**Proctors must be able to provide the following:**

- Constant monitoring of the entire test session
- A quiet, non-residential, testing environment
- Ability to read, write, and speak English
- A professional email address (not gmail, yahoo, etc.) that can be utilized by our office to securely deliver course exams and relevant testing information
- A computer with internet access. Students cannot use their own computers.
- Receive and return test materials appropriately, follow test instructions, and abide by test deadlines and policies

\*\*\*Proctors not affiliated with testing centers may be asked to show proof of employment

**Unsuitable proctors include, but are not limited to:**

- Friends, relatives, K-12 educators, current LCC students, direct supervisors and/or co-workers

Testing Services requires 5-7 business days to complete the proctor verification process. You will receive an email notification to your LCC email address once your request is completely processed. All communication will be sent to your LCC email account. If you have an online course exam due prior to your proctor request being verified, you must contact your instructor for an extension of the due date. Testing Services will not send tests that are past the date for completion. We do not approve off campus testing for vacations, so please plan accordingly.