



Lansing Community College Testing Services Student Guidelines

These guidelines apply to all individuals who test at the test centers on main campus, any of our other locations, or an approved off-campus proctor site.

1. **Picture ID** – In order to test, all students must present a picture ID.
2. **Test Information** – Except in the case of placement or proficiency exams, the student must know the name of their instructor, course, and specific test they intend to take.
3. **Restroom Breaks** – Students taking course or proficiency exams must take care of restroom stops before beginning their exam. Once an exam has been issued, test proctors are not allowed to have students leave and return to the testing room. Upon exiting the room, all testing materials must be turned in. Instructors may provide exceptions for students needing special accommodations through the Center for Student Access. Management may also make exceptions in the case of an emergency.
4. **End of Day** – Exams are administered up until one hour prior to the posted closing time. In addition, students are responsible for arriving at the testing facility in a timely fashion to allow themselves enough time, prior to closing, to check in and complete exams. Please allow plenty of time to take your exams. Hours of operation are posted at www.lcc.edu/testing. All tests will be collected at closing time regardless of whether or not the student has completed their exam.
5. **Cell Phones/Smart Watches** – Cell Phones, smart watches and other electronic devices must be powered off, shown to staff, and stored while testing. Cell phone/smart watch use or utilizing any electronic device will be perceived as cheating. Failure to comply will result in the test being stopped or not administered.
6. **Food and Drinks** – Food and drinks are not allowed in testing labs.
7. **Special Testing Accommodations** – Students must schedule special testing accommodations such as a quiet room or specific computer program/software at least 48 hours in advance during regular business hours. Documentation may need to be provided. Please visit www.lcc.edu/accessibility for specifics.
8. **Unattended Children** – Children under the age of sixteen are not allowed to be left unattended on campus and can not be in the testing rooms www.lcc.edu/policy. Please make other arrangements for your children prior to testing.
9. **Student Conduct** – Students are expected to conduct themselves in a civil manner and in accordance with the Student Code of Conduct http://www.lcc.edu/catalog/policies_procedures/studentrulesguidelines.aspx at all times. Talking in the testing rooms is not allowed. Abusive behavior (verbal or physical) toward Testing Services staff, other students, or any other staff member of this college will result in an incident report being filed and will require a meeting with the Director of Student Compliance. Testing Services management has the right to refuse testing services, pending the outcome of due process as established under the Student Code of Conduct, if the conduct violates the code.
10. **Cheating*** – If a student is caught cheating on a test, the incident will be reported to the instructor and department chair (if applicable), and the Director of Student Compliance. A second offense may result in a suspension of testing privileges at Testing Services locations. Cheating includes, but is not limited to, using unauthorized materials (including D2L course material), accessing cell phones/smart watches or electronic devices, talking to other testers, and removing any testing materials (including scrap paper) from the testing lab without prior authorization from the instructor.
11. **System Issues** – Students taking a computer based exam who experience a technology or power failure must allow up to 15 minutes for the problem to be resolved. Testing Services staff will make every attempt to resolve the problem immediately.