OFF-CAMPUS ONLINE COURSE TESTING PROCTOR GUIDELINES

Lansing Community College students can take their proctored tests at either the main campus Course Testing Center (TLC 104), West Campus Student Services, the Livingston County Center, and LCC North. Students can also request to test at an approved non-LCC off-campus location. 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 proctored location and contact them to verify services prior to submitting their request. Please obtain specific contact information from the proctor, including proctor name, location, professional email address (not gmail, yahoo, etc.), and telephone number. Students then must submit the LCC online course proctor request form found at: http://www.lcc.edu/assessment/off_campus/online_support.aspx

Please consider the following as suitable proctors:

• College or University testing center personnel
• Librarians or library support staff willing to administer and monitor for the entire exam session
• Military education centers for active military and spouses, or commanding officers for deployed military personnel
• High school counselors or administrators (for dual-enrolled high school students)
• Professional testing center personnel (Sylvan, etc.)

Proctor 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, such as ending in “.edu”, “.org”, etc., is required. We cannot accept personal proctor email addresses, such as Gmail, Yahoo, etc.
• A computer with internet access. Students cannot use their own computers.
• Able to receive and return test materials appropriately, follow test instructions, and abide by test deadlines and policies

Unsuitable proctors include, but are not limited to:

• Friends, relatives, current LCC students, direct supervisors and/or co-workers

The Testing Support Office 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. The Testing Support Office will not contact the instructor for the student and will not send tests that are past the date for completion.