

Lansing Community College
Assessment Center
Gannon Building Room 200
Phone: 517-267-5503 or 800-644-4522 Ext 5503
Email: lcc_online_testing@lcc.edu

OFF-CAMPUS ONLINE COURSE TESTING PROCTOR GUIDELINES

Lansing Community College online learning students who reside at least 60 miles from the main campus Assessment Center (411 N. Grand Ave, Lansing, MI 48933) are eligible to test at an approved off-campus location. Students who live less than 60 miles from main campus are required to test at the main campus Assessment Center. As an alternative, online course students living less than 60 miles from main campus can choose to test at the Livingston County Center for a \$15 per test fee. Online course students living 60 miles or more from main campus can take their tests at the Livingston County Center without a fee. All online course students electing to test at the Livingston County Center must fill out the online course proctor request form and allow 7-10 days to complete the verification process.

In order to test at an 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**
- **Professional testing center personnel (Sylvan, etc.)**
- **Military education officers, commanding officers, and military education centers**

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 (not gmail, yahoo, etc.) that can be utilized by our office to securely deliver course exams and relevant information**
- **A computer with internet access (IE 7.0) and at least Microsoft Office 2007 and/or software needed for testing. Students can't use their own computers/laptops.**
- **Able to receive and return test materials appropriately**
- **Able to 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 Online Testing Support Office requires 7-10 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 test at the main campus Assessment Center, or contact your instructor for an extension of the due date. The Online Testing Support Office will not contact the instructor for the student and will not send tests that are past the date for completion. **We will not approve off campus testing for vacations,** so please plan accordingly.