

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 PLACEMENT TESTING PROCTOR GUIDELINES

Lansing Community College students who reside at least 60 miles from the main campus Assessment Center (411 N. Grand Ave, Lansing, MI 48933), are eligible to take their ACCUPLACER placement test(s) at an approved off-campus location. Students residing within 60 miles of main campus are required to test at the Assessment Center or can elect to test at one of LCC's Off-Campus Learning Centers listed at the bottom of this page.

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. Students then must submit the appropriate proctor request form (placement) 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). 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 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.

Off-Campus Learning Centers:

West Campus (517) 267-5510

East Campus (517) 483-9751

Livingston County Center (517) 545-3522

Clinton County Center (989) 224-2017

Capitol Area Michigan Works (517) 592-5579