



**Testing Center**  
**Distance Education Student Test Proctoring Procedures**

Lake Michigan College (LMC), distance education (DE) students who need to test at a location other than an LMC campus testing center, and whose instructors request that the testing center manage such distance exam arrangements, must use the following procedures:

1. The distance education student must locate an assessment testing center that meets LMC testing service requirements. Typically, this will mean locating a nearby college or university with a testing center with qualified proctors to ensure testing and integrity and student identification confirmation. Other arrangements will be evaluated on a case-by-case basis.
2. Finalized arrangements for each exam must be in place at least five (5) business days prior to the instructor's established exam date.
3. The student will provide LMC testing services with contact information for the proctoring center via phone or e-mail, and the student will complete their portion of the LMC DE Proctor Agreement and send the form to [Testingservices@lakemichigancollege.edu](mailto:Testingservices@lakemichigancollege.edu) for processing.
4. The student is responsible for understanding and following instructors' testing requirements, scheduling exams per instructor's deadlines with the proctoring institution, paying for any related proctoring fees, and providing required current photo ID.

LMC Testing Services will use the following procedures to provide exams for distance students and ensure testing integrity:

1. Testing Services will contact the proctoring institution for completion of the relevant LMC DE Proctor Agreement information.
2. Upon receipt of the completed form, the student will be notified that tests will be made available per his/her instructors' requirements.
3. LMC Testing Services will provide proctoring centers with exams via Learning Management System (LMS) platforms (e.g. Canvas), email or portal mail, per instructor's requirements. Pertinent password information will be provided confidentially.
4. Completed and returned exams will be processed and returned to instructors via the manner requested (paper/email/LMS).
5. The testing center will deliver exams to the proctoring center as the student's instructors make them available and according to the instructors' requirements.
6. The LMC Testing Center will not provide grade information and will direct students to instructors for resolving any course- or test-related questions beyond appropriate handling of distance testing exam management responsibilities.

Student name (print): \_\_\_\_\_ Date: \_\_\_\_\_

I understand and agree to abide by these procedures.

Student signature: \_\_\_\_\_