

Distance Education Student Test Proctoring Procedures

Lake Michigan College (LMC) distance education 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 or testing center that meets LMC Testing Center requirements. Typically, this will mean locating a nearby college or university with a testing center with qualified proctors to ensure testing integrity and student identity 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 the LMC Testing Center with the proctoring center's contact information via phone or email, and the student will complete his/her portion of the **LMC DE Proctor Agreement 011118** and send the form to assessmentcenter@lakemichigancollege.edu or 269-927-8613 (fax) 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 any related proctoring fees, and providing required current photo ID.

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

1. The Testing Center will contact the selected 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 instructor's requirements.
3. The LMC Testing Center will provide proctoring centers with exams via Learning Management System (LMS) platforms (e.g., Canvas), email or postal mail, per instructors' 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/fax/via 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: _____