

ASSESSMENT & TESTING SERVICES SPRING 2025

ASSESSMENT & TESTING CENTER



618-468-5232



testingcenter@lc.edu



HK B25 (Haskell)



<https://www.lc.edu/student-services/testing-services/index.html>

TESTING SERVICES

- **Appointments are required.**
- Students need to have the course prefix/number, instructor's name, and name of the exam when scheduling.
- The center is intended for proctoring make-up tests, students with accommodations, & 3rd parties.
- Instructors should have students contact the center to schedule an exam **at least 24 hours** in advance.
- We will **NOT ACCEPT ANY STUDENT PAPERWORK** including, but not limited to homework, notes, projects, etc.
- The center is **not** designed to proctor tests for an entire class, whether it is in-person, virtual, or Blendflex. with limited space and staff. The center was designed to assist each instructor with a few students per course each semester.
- ALL testing ends 15 minutes **before** closing time.
- Staff will work to ensure that students have the appropriate amount of time to complete their testing. If an instructor indicates on the PTI Form that a student is allotted 3 hours to complete the exam, then the student's appointment will be scheduled to begin no less than 3 hours before all testing ends.

PROCTORED TEST INSTRUCTION FORMS

- A completed **PTI Form** must be submitted for each test. The center **cannot** administer a test without the completed PTI Form. The form is available under "Assessment Forms" at: https://www.lc.edu/_assets/pdfs/proctored-test-instruction-form.pdf.
- Instructors must submit a completed PTI Form to the center **at least 2 business days** in advance of the student's appointment time.
- For computerized exams, passwords should be limited to **10 CHARACTERS OR LESS**.
- With in-person proctors, the center does NOT have webcams installed on our terminals so electronic settings should be adjusted accordingly.
- If multiple students will be taking the same exam, an instructor may complete just one form if:
 - Test instructions are the same for **ALL** students.
 - **All student names** are listed on the form.
- The completed PTI Form and exam materials can be delivered to the center via:
 - Email: testingcenter@lc.edu. When sending via email, include the **course prefix/number** in the subject line.
 - Campus Mail or In-Person: HK B25 (*Mailbox available to drop off materials outside of hours or during closures.*)
 - If students are taking an exam at a CEC, please send directly to the chosen location.
 - If special materials are required (i.e., Scantron), please include them with the PTI Form.
- It is the instructor's responsibility to inform students:
 - **WHEN** the exam will be available, including specific days, times, & deadlines.
 - Permissible materials (i.e., calculator, notes, books). The center will provide pencils & scratch paper.
 - To have their username & password, as staff do not have access to retrieve that information.
- It is ultimately the student's responsibility to contact the instructor if the center has not received the PTI form or exam materials.
- Students will NOT be allowed to complete an exam **AFTER** the deadline listed on the PTI Form.
- The completed PTI should include post-exam instructions, including if the instructor would like to pick up the exams in person **OR** have them sent via campus. The center does not fax tests.

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LOCATIONS & STAFF

MAIN CAMPUS/GODFREY

Katherine Stoner,
Assessment Center Coordinator
618-468-5240
ksstoner@lc.edu

Angie Ball,
Assessment Specialist
618-468-5220
akball@lc.edu

*HOURS

Monday – Friday
8:00 a.m. to 4:30 p.m.

*WALK-IN HOURS

Monday: 1:00 p.m. to 3:00 p.m.
Thursday: 8:00 a.m. to 11:30 a.m.
(LC Exams only. The center must
have the PTI form, test materials,
and allotted testing time available
to utilize walk-in hours.)

N.O. NELSON/EDWARDSVILLE

Melissa Mullen,
Office Assistant
618-468-5851
mmullen@lc.edu

TRI-COUNTY/JERSEYVILLE

Johngy Loellke,
Office Assistant
618-468-2273
mloellke@lc.edu

MACOUPIN COUNTY/CARLINVILLE

Laura Stayton,
Office Assistant
618-468-2275
lstayton@lc.edu

*HOURS SUBJECT TO CHANGE

ACCOMMODATIONS

- Students who have **accommodation cards** should show them to instructors.
- Instructors should complete a separate PTI form that documents the accommodation for the center.
- If a **screen reader** is needed:
 - The student must **contact The Center for Access and Accommodations for a brief training on the screen reader.**
 - The instructor should email paper tests to the center in a Word or PDF document without word banks, as the software has difficulty reading the format.

THIRD-PARTY/ALTERNATE SITE PROCTORING

- Third-party proctoring is available for online students who need to take an exam at an alternate educational facility.
- It is the student's responsibility to:
 - Request approval from their LCCC instructor.
 - Provide the alternate site's contact information to the center.
 - Complete Student Proctor Agreement.
 - Ensures the alternate site submits the completed Third Party Proctor Agreement to the center.
 - Both forms are available electronically under "Assessment Forms" on the center's website.
 - Schedule and attend their appointment with the alternate site prior to exam deadlines.
 - Pay any & all third-party proctoring fee charges by an alternate site.
- Once the center receives the completed Third Party Proctor Agreement, the instructor will be notified to submit the exam information to the alternate site.
- The alternate site will return exam materials to the instructor upon completion.
- If a student has an accommodation card, talk to the student about whether the alternate site will or will not be able to grant the accommodation.