

LORAIN COUNTY COMMUNITY COLLEGE

TESTING & ASSESSMENT CENTER

FACULTY GUIDELINES

Utilization of the Testing & Assessment Center

- The Testing Center offers our instructors a secure testing environment in which to have their academic make-up or distance education course tests proctored during our hours of operation.
- The Testing and Assessment Center administers exams to individual students. **The center is not able to accommodate an entire class and it is not to be used as a substitution for a class testing period.**
- Exams must be delivered directly to the Testing and Assessment Center in CC233 and a minimum of **24 business hours** is required for Testing Center processing before the desired test start date.
- Assessment, make-up and community online exams are administered on a walk-in basis during testing hours. The hours of operation are Monday – Thursday, 8:30 a.m. – 8:30 p.m. Friday, 8:30 a.m. – 5:00 p.m., Saturday, 10:00 a.m. – 2:00 p.m.
- If an exams requires a Scantron (answer sheet), the Scantron must be included with the test. The Assessment center will not provide answer sheets. Please contact your department for answer sheets.
- All testing related requests and activities, such as taking tests, dropping off tests and picking up tests should be directed to **CC 233** ext. 7654 or ext. 7773.
- A test will ***not be*** administered past the deadline issued by the instructor. Instructors are responsible for extending deadlines when deemed necessary and are responsible for communicating the extension details to the Testing and Assessment Center Staff.
- The Testing and Assessment center will only receive and store exams to be proctored. Any non exam-related documents such as homework, reports, assignments, instructor evaluations, etc., **cannot** be accepted by Proctors and must be delivered by students to faculty and/or their respective academic division offices.
- **Students must keep track of their own time while taking a test to prevent exceeding the allotted time limit set by the instructor. Proctors are not responsible for informing students that their allotted time has expired or that the students only have a certain amount of time left to complete their test.**

Test Cover Sheet

- To provide secure and efficient test administration the faculty cover sheet must be completed by the instructor and attached to the exam for individual and/or multiple students. On this form under the student information heading select the box for individual student or for multiple students. Write in their names and students number either on the back of this form or the second sheet. Faculty cover sheet forms must be filled out completely.
- **The Test Cover Sheet should include:**
 - a. Test starting and ending date**
 - b. Faculty information**
 - c. All test information**
 - d. Special accommodations request**

- **Incomplete or incorrect forms will be returned for correction and the exam will not be administered to the students.**

Faculty to Inform Students

- Please advise testers that a Photo **ID** is required. In addition, students should come equipped with their own pencils, pens, calculators, etc.
- Hours of operation are posted on the outside of the Testing and Assessment Center in CC233 or click [Here](#) or online at <http://www.lorainccc.edu/current+students/testing.htm>
- Students who are registered with the Office for Special Needs will need to make arrangements through the Office for Special Needs at (440) 366-4124. Accommodations will be provided on an as needed basis. Click [Here](#) to view information or view online at <http://www.lorainccc.edu/special+needs+services>
- Rules and regulations for testing are available for review on the LCCC Testing and Assessment Center site. Click [Here](#) to view or online at <http://www.lorainccc.edu/Academic+Divisions/Academic+Foundations/testing.htm>
- Their instructor's name, course abbreviation and number and type of test (make-up, online or special needs accommodations)
- Students should arrive ahead of time to check in with Testing Center staff. At peak times there may be a wait time if room capacity is exceeded.
- Seating capacity in CC233 for academic testing is limited to 38 students. There are 25 computer work stations to accommodate computerized assessment and online exams.
- No appointment is necessary. Tests are administered on a walk-in basis. In addition students may contact the Testing and Assessment Center at 440-366-7773 for computer availability or to verify receipt of their exam.
- The Testing Center will not distribute or collect homework or exam reviews.
- The LCCC Code of Student Conduct will be enforced. If you violate the guidelines set forth by the Code of Student Conduct or by your Instructor, the Testing & Assessment Center Proctor has the right to collect the test early. For example, if your instructor had indicated that no calculator may be used during a test, and you are found using a calculator, the Proctor may collect/stop your test immediately. If this occurs, you must turn in your test and leave the Center immediately. Your instructor will be informed, and the instructor will handle any discussions regarding your situation. Click [Here](#) to review additional code of conduct information or can be reviewed online at <http://www.lorainccc.edu/current+students/campus+policies/studentconduct.htm>

Test Delivery/Pick Up

- Due to security issues, the Testing and Assessment Center will not accept exams delivered by students who are enrolled in your class. Nor will the TAC staff give the student their exams to walk back to their instructor once the exam has been completed.
- Tests may be hand delivered or sent interoffice mail to the Testing & Assessment Center (**CC 233**). Tests that are hand delivered by staff or faculty must be given directly to **Proctors only** and must be recorded on the Test Drop-Off Log. For pick-up of exams the same procedure is followed with a required signature.
- Faculty may be required to show an ID to a Proctor when retrieving tests at the Testing & Assessment Center. Note that faculty may opt to have their tests returned interoffice mail to their respective academic divisions. A delay in receiving tests back via interoffice mail may be encountered due to **weekday only** mail delivery.
- The Testing and Assessment Center will deliver taken or untaken exams or exam materials left in the Center two weeks after the testing end date recorded on the Faculty Cover Sheet.

Compass Lab

- Compass is a placement assessment that students take in areas of reading, writing, and math skills.
- The entire process takes approximately three hours. Sample packets are available in the Testing & Assessment Center, Enrollment Services, or online at http://www.lorainccc.edu/LCCC/Academic/Enrollment_Services/compass.Normal1.783.lccc
- Results are available to the student upon completion of assessments. Students meet with an Academic Advisor or a Counselor during Enrollment Service's hours of operation. Interpretation of scores and course placements are discussed. Students taking the Compass when Academic Advisors and Counselors are not on campus will need to return to Enrollment Services Monday-Thursday 8:30-7:30 PM or Friday 8:30-5:00 PM. Students are encouraged to plan accordingly.

A Note to Faculty

Thank you for utilizing the Testing & Assessment Center! We ask for your support and input. We welcome your suggestions and comments. Please feel free to contact Mercedes Perez, Staff Assistant for the TAC at ext. 4947. You may also contact Kathy Lathwell, Coordinator, Code of Conduct and Special Projects, Academic Advisement Specialist in LC 180, ext. 7666 or Fred Bell, Academic Advisement Specialist and Compass Lab Enrollment Services Liaison at LC 182, ext. 7673.