

OFF-CAMPUS PLACEMENT TESTING OPTIONS & GUIDELINES

VIRTUAL REMOTE PROCTORING

This service allows you to test at home with scheduling available 24 hours a day, 7 days a week.

Service requirements:

- A computer (1GB RAM or higher), a standard or laptop web cam (640x480 resolution or higher), audio capabilities and a high-speed internet connection (3Mbps or higher, wireless is not recommended).
- A Government Issued ID with a picture (e.g. driver's license, state/college ID)
- A quiet location without disruptions
- A credit card to pay the \$25 proctoring fee (due at the time of scheduling the test).

After we receive your request, we will send an email with a test voucher number and a link to schedule your test. After you complete your test you will be able to view your scores. You will also receive an email from our office with your score report and further instructions on your next steps at LCC.

The virtual remote proctor will provide the necessary software to effectively monitor your test session. After the session is complete, your proctor will conclude the test session and remove any virtual remote proctoring software from your workstation.

The first step is to complete the Proctor Request Form:

www.lcc.edu/assessment/off_campus/Placement_request_form.aspx.

TESTING WITH AN OUTSIDE PROCTOR (NON-LCC SITE)

If you do not wish to use the virtual proctor service, but would still prefer to test at a non-LCC campus, you must locate an acceptable proctor and contact them prior to submitting your request. After confirming the service is available, including an understanding of any associated fees, completely fill out the Proctor Request Form at: www.lcc.edu/assessment/off_campus/Placement_request_form.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 in a quiet non-residential testing environment.
- Ability to read, write, and speak English
- A professional email address (not Gmail, Yahoo, etc.)
- A computer with internet access and updated browsers. Students cannot use their own computer.
- Able to and abide by test proctoring instructions and policies

Unsuitable proctors include, but are not limited to

- Friends, relatives, current LCC students, direct supervisors and/or co-workers

It may take 7-10 days to complete the proctor verification process.