

TESTING SERVICES POLICIES AND PROCEDURES

- A. Testing Services provides the following:
 - i. Testing for students registered with Accessibility Services with an accommodation plan are eligible for extended time and/or distraction reduced testing when appropriate.
 - ii. Makeup testing for students who missed exams due to campus sponsored events (for example, athletes).
 - iii. Testing when an instructor or department is unable to offer an approved makeup test.
- B. Scheduling a Testing Appointment
 - i. Students with accommodations may schedule tests one of three ways (Tests must be scheduled at least two business days in advance when possible)
 - 1. Emailing testing@lssu.edu
 - 2. Calling Testing Services (906-635-2027)
 - 3. Stopping by Testing Services office (Library 251) to register in person
 - ii. Makeup Tests

If a student is making up a test and receives no accommodations, the student is not required to make an appointment. The student will work with the professor to make sure the exam is sent to the Testing Center, and then can “walk in” during Testing Services hours and take the test.
 - iii. Changing test dates & times
 - 1. If a student wishes to change the time and/or date of a testing appointment, the student needs to obtain approval from their instructor. Approval must be sent to Testing Services. The instructor can send approval by email (testing@lssu.edu), by phone (906-635-2027), or stopping by Testing Services (LIBR 251).
- C. Students are expected to:
 - i. Be on time for their appointment;
 - Students that are late to an appointment might not be permitted to make up time missed;
 - Students more than 15 minutes late to an appointment may have to reschedule;
 - ii. Leave their personal belongings including cell phones in the designated area;
 - iii. Respect the privacy and needs of other test takers by honoring their space and keeping sounds to a minimum;
 - iv. Use restroom before starting exam as you may not be allowed to leave the room;
 - v. Abide by the LSSU Student Handbook’s Academic Integrity Policy while utilizing Testing Services.
- D. Cheating
 - i. Any student caught cheating on any test will have the testing time terminated. A report will be sent to the instructor as well as the chair/dean of the department.
 - ii. Suspected incidences of cheating will be reported to the instructor detailing the behavior witnessed.