Testing Services – Library & Learning Services  
Student Procedures

Locations

**Harrison**: Library  
**Mt. Pleasant**: Rm 157

Hours are posted on the LLS website: [www.midmich.edu/lls](http://www.midmich.edu/lls)

Testing will start at 10:00 a.m. The latest a student can start their test is 1 ½ hours before closing. It is the student’s responsibility to make sure they have enough time to finish their test. **Students must make an appointment in order to take a test.** If a student makes an appointment, this will ensure them a seat. If a student does not make an appointment, they may have to wait until there is room. It is the student’s responsibility for completing the test within the designated times. All tests will be picked up at the closing of each testing day.

**Student Responsibility:**

- Valid Photo I.D. is required.
- **NO** Cell phones or pagers.
- No food.
- No children:
  - According to MMCC Policy, bringing a dependent child (children) to class/open lab, or leaving a child (children) unattended in College facilities is unacceptable.
- Know your instructor’s name **BEFORE** coming in to take the test.
- If there are no more tests available, the student needs to contact the instructor for that class.
- Students who require special/extra accommodations must make arrangements at least one week prior to taking the test.
- No textbooks/notes allowed unless the instructor has given permission. If a student has been caught cheating, the test will be confiscated and the instructor notified immediately.
- If a student needs to take an exam that is past the instructor due date, that student will need to contact the instructor to make testing arrangements.

**Off-Site Testing Information (Test proctoring at a location other than MMCC):**

It is the student’s responsibility to provide the instructor with the contact information of who will be proctoring the exam. The following information must be provided:

- Name of Proctor
- Name of Institution
- Phone Number
- E-mail Address
- Fax Number
Once this information is provided to your instructor, the instructor will make arrangements for the test to be taken.

What Will and Will Not be Accepted:

- The LLS will not accept any tests brought by a student. **ALL** tests must be brought in by the instructor.
- It is the instructor’s responsibility to make sure enough tests are available for all students.
- Students need to contact their instructor if a test is missing.
- Please contact the LLS to make an appointment for your test.
- The instructor will give the Makeup/Test Proctoring From to the LLS indicating what the students can or cannot have with them for the test (scantron, calculator, notes, etc.). If an item is not on the form, then the student may not use that item for their test. The student will need to contact the instructor who will then contact the LLS.

To make an appointment, please contact the appropriate location:

<table>
<thead>
<tr>
<th>The Harrison Testing Center</th>
<th>The Mt. Pleasant Testing Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harrison Library</td>
<td>LLS - Room 157</td>
</tr>
<tr>
<td>(989) 386-6677</td>
<td>(989) 773-6622 ext. 287</td>
</tr>
</tbody>
</table>