Testing Services - Academic Support Center
Faculty Procedures

Locations

Harrison Campus: Mt. Pleasant:
Room 219 Room 135
Testing Hours: Testing Hours:
Mon, Thurs: 8:30-4:30 Mon, Thurs: 8:30-4:30
Tues, Wed: 8:30-6:00 Tues, Wed: 8:30-6:00
Fri: 8:00 – 3:00 Fri: 8:30 – 3:00

**Note: Hours apply to Fall and Winter Semesters only (call ahead for Spring/Summer hours)**

When using the Academic Support Center for testing accommodations, it is encouraged that all faculty follow the appropriate guidelines:

The Academic Support Center will start testing at 8:30 a.m. The latest a student can begin a test is 1 ½ hours before closing. It is the students’ responsibility to make sure they have enough time to finish their test. All tests will be picked up at the time of closing. **All students taking a test must make an appointment.** If they make an appointment, this will ensure them a seat. If they do not make an appointment, they may have to wait until there is availability. Due to limited seating, an entire on-site class is not able to take a test in the ASC. Faculty are not to reduce class time for testing in the ASC. If at any time the instructor is unable to administer an exam due to absence, the instructor must request a test proctor (Faculty Secretary or other instructional support). It is strongly encouraged that faculty announce to the students the testing hours. It is also strongly encouraged that all faculty announce to their students that they must make an appointment, provide a valid picture I.D., and know the course number and instructor name.

Make-up/Test Proctoring Form:
A Make-up/Test Proctoring Form is required for all tests in order to be administered to the students. These forms must be filled out completely. The Make-up/Test Proctoring Form consists of detailed information concerning the desired testing conditions such as: course, testing dates and times, use of a scantron, calculators, or if notes and/or books are allowed. Forms are available at both the Harrison and Mt. Pleasant ASC or at the ASC website for your convenience. If there is a password necessary to administer a test, it must be included/attached to the Make-up/Test Proctoring Form. It is also required to give the ASC staff a class list with student’s names. If there are multiple passwords, the instructor must provide a class list along with passwords on a spreadsheet. It is the instructor’s responsibility to have all paper exams photocopied and delivered either directly to the ASC or to the ASC mailbox. The ASC is not responsible for making copies if there are not enough. If you need copies of an exam, please send a copy to your
If it is an online exam, the Make-up/Test Proctoring Form, password and list of names may be handed in or sent in via e-mail. When tests are finished, it is up to the instructor to pick up tests unless they specify they would prefer them put in their mailbox. If there are any students who need to complete an exam after the due date on the proctor form, the ASC proctor will need notification from the instructor indicating the student’s name and permission for the student to complete the exam.

Entire Class (On-site) Testing Information:
If the instructor is having a test for the entire class and the instructor will be absent, the instructor should contact either the Faculty Secretary or Department Secretary. The test will be administered in the classroom. It is up to the instructor to give the proctor all necessary instructions and tests. There will be no whole class testing in the ASC.

Off-Site Testing Information (MMCC students taking exams at other locations):
It is the student’s responsibility to provide the instructor with the contact information of who will be proctoring the exam for them outside of Mid Michigan Community College. The student must inform the instructor of all contact information (location, proctor name, fax number, and email address). The instructor must then send the exam to the desired testing location. Be sure to provide testing directions for the test proctor to follow.

Additional Information:
• The ASC will not accept any tests brought by a student.
• The ASC will not administer exams for on-site classes in the ASC.
• It is encouraged that all exams be submitted to the ASC one week in advance of the start date.
• It is the instructor’s responsibility to make sure enough tests are available for all students.
• Students need to contact their instructor if test is missing.
• It is the instructor’s responsibility for picking up tests unless otherwise specified.
• If uncompleted exams are left in the ASC at the end of the semester, they will be destroyed unless picked up one week after exams are finished.

**Students who require special accommodations must make arrangements at least one week prior to taking the test.
***If a student has been caught cheating, the test will be confiscated and the instructor notified immediately.

Test Proctoring Contacts:
If you are emailing exams or a Make Up/Test Proctoring Form, please send to asctestproctors@midmich.edu

If you have any questions, please contact:

Becky Knickmeier; A.S.C. Coordinator (Harrison Campus): 989-386-6622 ext. 638
Corey Goethe; Director of the A.S.C. (Mt. Pleasant Campus): 989-773-6622 ext. 287