Testing Services-Academic Support Center
Student Procedures

Locations

Harrison Campus           Mt. Pleasant Campus
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     Ties, Wed: 8:30-6:00
Friday: 8:30-3:00        Friday: 8:30-3:00

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

Testing will start at 8:30 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. All tests will be picked up at 4:30 or 6:00 p.m. Students must make an appointment in order to take a test. If they make 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. The students will also need to fill out a Testing Ticket and hand it back in to the proctor before leaving.

Student Responsibility:

Valid Photo I.D. is required

NO cell phones or pagers

- If your cell phone or pager does go off during a test, your phone may either be confiscated or you may be asked to leave the testing area. Once you leave you are not allowed to come back to finish your test.

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 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 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 contact information of whom 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 ASC 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 there are enough tests available for all students.
- Students need to contact their instructor if a test is missing.
- Contact the instructor or the ASC prior to taking the test to ensure it is available in the ASC.
- The instructor will give a list to the ASC as to what the students can or cannot have with them for the test (scantron, calculator, notes, etc.) If an item is not on the list, then the student may not use that item for their test. If told by the instructor what the student can use and did not let the ASC know, the student may not use that item for their test. The student will need to contact the instructor who will then contact the ASC.

To make an appointment, please call the following contacts.

If you have any questions, please contact:

Becky Knickmeier (Harrison Campus): (989)386-6638
rknickmeier@midmich.edu

Corey Goethe (Mt. Pleasant Campus): (989)773-6622, ext. 287
cgoethe@midmich.edu