

MAKE-UP TESTING

Questions or concerns should be directed to Testing@lssc.edu.

Faculty can arrange make-up testing for a student enrolled in their class by submitting a completed Make-Up/Academic Test Request Form (available in the Make-Up Testing Shell in Canvas or via Faculty Support (<https://libguides.lssc.edu/c.php?g=1463972&p=11166750>) on the Testing Center's Webpage (<https://libguides.lssc.edu/testcenter>)). Testing is by appointment Monday through Friday during the fall and spring semesters and Monday through Thursday during the summer on the Leesburg and South Lake campuses.

Instructor Responsibility

It is the instructor's responsibility to ensure the proper completion and submission of the LSSC Academic Test Request (<https://lssc.libwizard.com/f/testing>) form prior to any exam administration in the Testing Center. The form must be submitted for all make-up exams in order to facilitate a smooth testing process for our students.

- **Test Request Submission:** The LSSC Academic Test Request form must be submitted to Testing Services at least 24 hours prior to the exam date for make-ups and academic course tests.
- **Test Availability:** Exams will only be administered once the Test Request form has been submitted, testing has the password, and the exam is open and available. If these things are not completed by the instructor, Testing Services staff will not be able to facilitate testing and will ask the student to contact their instructor to reschedule.
- **Test Parameters:** The instructor must specify any special accommodations, materials allowed, and time limits in the Test Request form.

Student Responsibility

It is the student's responsibility to consult with their instructor regarding an make-up test date and to schedule their appointment with Testing Services.

- Students must schedule an appointment with Testing Services within the testing window allowed by their instructor.
- Students must schedule an appointment a minimum of 24 hours prior to their intended make-up test day.
- Students must inform their instructor of the date of their appointment.
- Students must arrive at the beginning of their appointment time. Late arrivals will not be permitted to test and must reschedule.
- Walk-ins are not permitted.
- Students must bring a photo ID to the testing center.
- Materials not permitted during testing include, but are not limited to, hats, watches, purses, backpacks, and any unauthorized electronic equipment or devices.
- If the instructor has not submitted a Test Request Form, the test is unopened, and/or there is no password available for the exam, Testing Services staff will not be able to facilitate testing and will ask the student to contact their instructor to reschedule.