

The Exam Lab

Education & Enrichment Center, Room 224
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About

The Exam Lab provides a service within the college to administer make-up exams, telecourse and online exams, exams for students with testing accommodations, distance learning exams for other institutions (\$15 fee), certification exams (ETA, NATE, InFRE, ASE student certification), and Pearson VUE assessments.

The Exam Lab is not staffed by student proctors. LCCC personnel schedule, administer, monitor, and regulate all examinations given in the Exam Lab.

Bookmarks with lab rules and hours are available outside the Exam Lab and in various locations around campus, including the Student Success Center in Ludden Library.

Additional lab information can be found at <http://lccc.wy.edu/academics/services/examLab.aspx>.

The LCCC Testing Center in Arp 169 continues to administer KAPLAN tests and other non-course related computerized and written assessments.

Important

- ❖ Exam requests will not be accepted, or the exams administered, for whole classes that should be tested during regular class sessions, including mid-terms and finals.
- ❖ Please remind students needing testing accommodations, such as readers and quiet rooms, to notify the Exam Lab at least 24 hours in advance of their testing date.
- ❖ Exam Lab test forms are required for all LCCC exams.
- ❖ Exam Lab personnel are not responsible for pick-up and delivery of examinations, including exams for students with testing accommodations.
- ❖ LCCC employees taking distance learning courses through other institutions will not be charged the \$15 proctor fee (with valid employee ID).

Procedures

- ❖ LCCC exams must be accompanied by a completed Exam Lab test form. Test forms are available in an electronic format on the Exam Lab website, in each division office, or from the Exam Lab.
 - Be sure to include the course name, number, instructor name, and test name on each exam.
 - Instructors should either provide a roster or print student names directly on the form.
 - Instructors must determine the maximum time limits for exams. Students will be informed of the time limits, and the students' start and end time for each exam will be recorded.
 - A minimum 72 hour window should be allowed for administering exams.
- ❖ Exams and the completed test form must be submitted to the Exam Lab **at least one hour before scheduled testing time**. Test forms for online exams can be emailed as an attachment.
 - Instructors are responsible for printing hard copies of tests and reference sheets, if applicable.
- ❖ Completed paper examinations should be picked up at a designated date and time.
 - All examinations will be returned with an Exam Lab stamp.
- ❖ In the event of a testing irregularity, exams will be confiscated and returned with a written report to the instructor.

Policies

Students are responsible for learning and adhering to Exam Lab policies.

- ❖ When checking in, students must present a photo ID (driver's license, student ID, etc.). ***Exam Lab personnel will not administer an exam to a student without a photo ID.***
- ❖ Students will not be allowed to begin an exam within 30 minutes of closing.
- ❖ Only testers are permitted in the Exam Lab. ***No children allowed under any circumstances.***
- ❖ All non-testing supplies including backpacks, electronic devices (cell phones, smart watches, Google glasses, etc. - ***turned off***), etc. must be stowed in the designated area.
- ❖ Calculators and testing supplies will be examined before use.
- ❖ Talking is considered cheating. Students caught during testing will have their exam terminated.
- ❖ Students may not leave the Exam Lab during testing.
- ❖ No food or drinks are allowed at the testing stations.
- ❖ Students must check-out with the proctor upon exam completion.

Items Available for Student Use

- ❖ Computers (16)
 - Google Chrome, Internet Explorer, Mozilla Firefox
 - Respondus Lockdown Browser
 - Headsets (limited)
- ❖ Calculators
 - Basic (20+)
 - TI-30XA (1)
 - TI-83 Plus (2)
 - TI-86 (2)
- ❖ Ear plugs
- ❖ Pencils, erasers, rulers, protractors, etc.
- ❖ Scratch paper
- ❖ Scantrons
- ❖ Blue books
- ❖ Dictionaries & thesauri (5 each)
- ❖ Journal & graph paper (limited)
- ❖ Tissues & hand sanitizer
- ❖ Distraction reduced testing areas for students with accommodations (must be reserved 24 hours in advance)