



# PROCTORED TESTING SCHEDULE

Fall 2021

August 23 – December 13, 2021

Appointments are required and must be scheduled prior to 4:00 p.m. the day before.  
Call 920.693.1184 or email [testing@gotoltc.edu](mailto:testing@gotoltc.edu).

LOCATION	HOURS OF OPERATION
LTC Cleveland Testing Services – L180	Monday, Tuesday & Wednesday – 9:00 a.m. – 4:00 p.m. Thursday – 11:00 a.m. - 7:30 p.m. Friday – 9:00 a.m. - 3:30 p.m. Closed - 9/6, 11/25, 11/26 Close at 4:00 p.m. (Thursdays) - 10/21

## TESTING GUIDELINES

*Direct testing procedure questions to 920.693.1184 or [testing@gotoltc.edu](mailto:testing@gotoltc.edu).*

### COVID -19 RELATED:

- Follow all LTC/CDC COVID-19 guidelines ([gotoltc.edu/coronavirus](http://gotoltc.edu/coronavirus)). Don't test if you are sick; contact your instructor.
- Testing workstations must be sanitized after every tester. Wipes and hand sanitizer is available.

### STANDARD GUIDELINES:

- Testers must have a photo ID with full name and picture.
- Arrive on time.
- Testing must be completed by closing time. Please plan your time accordingly.
- Scratch paper and pencils are provided. Calculators will be provided. All must be returned to the proctor when finished.
- Beverages and snacks are not allowed.
- Testers may not leave for breaks after the test has started.
- Only testers are allowed in the testing areas.
- If testing on a computer, no other applications or websites are to be open.
- Testing rooms are under camera surveillance and recording.
- Violations will be reported to your instructor.