



PROCTORED TESTING SCHEDULE

Spring 2021

January 25 – May 14, 2021

*Appointments are required and must be scheduled prior to 4:00 p.m. the day before.
Call 920-693-1184.*

LOCATION	HOURS OF OPERATION
<p>LTC Cleveland Testing Services – 160B (located in the Student Resource Center) Please be aware of our location change mid semester. Our new room will be L180 by entrance L3.</p>	<p>Monday, Tuesday & Wednesday – 9:00 a.m. – 4:00 p.m.</p> <p>Thursday – 11:00 a.m. - 7:30 p.m.</p> <p>Friday – 9:00 a.m. - 3:30 p.m.</p>

TESTING GUIDELINES

Direct testing procedure questions to (920) 693-1184 or testing@gotoltc.edu.

COVID -19 RELATED:

- Follow all LTC/CDC COVID-19 guidelines (gotoltc.edu/coronavirus). Don't test if you are sick; contact your instructor.
- The number of testing stations is limited to insure physical distancing.
- Testing workstations will be sanitized after every tester. Wipes and hand sanitizer is available.
- Masks must be worn over nose and mouth while testing.
- Lockers will not be accessible for the storage of personal items. All belongings (including cell phones and smart watches) must be left at home or in your vehicle. Car keys are allowed.

NEW:

- Appointments are required and must be scheduled prior to 4:00 p.m. the day before. Call 920-693-1184. Arrive on time.
- Testing is limited to LTC Cleveland. Testing at LTC Manitowoc and LTC Sheboygan is not an option for the Spring semester.
- If there are no appointments scheduled, Testing Services staff will work remotely.

STANDARD GUIDELINES:

- MUST have photo ID with full name and picture.
- 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.