PROCTORED TESTING SCHEDULE
Spring 2023
January 23 – May 12, 2023

**Appointments are required and must be
scheduled 24 hours in advance on Navigate.
Call 920.693.1184 or email testing@gotoltc.edu with
any questions you may have.**

LOCATION	HOURS OF OPERATION
LTC Cleveland Testing Services – L180	**Monday: 9:00 a.m. – 4:00 p.m.** **Tuesday: 9:00 a.m. – 6:00 p.m. *** **Wednesday & Thursday: 9:00 a.m. – 4:00 p.m.** **Friday: 9:00 a.m. - 3:30 p.m.** **Close at 4:00 p.m. (Tuesday): 3/14** ***Extended hours of 4:00 p.m. – 6:00 p.m. on Tuesdays will vary based on appointments and school breaks.**

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.

NAVIGATE:
- Login to Navigate through MyLakeshore at your convenience to schedule your test proctoring appointment. You may also download the free Navigate app to make scheduling easier. Your login is your student ID # and your password is your TechCentral password.

STANDARD GUIDELINES:
- Testers must have a photo ID with first and last name and a picture.
- Arrive on time. Testing Services may deny testers that arrive 15 minutes or more late for their scheduled appointment.
- Testing must be completed by closing time. Please plan your time accordingly.
- Scratch paper and pencils are provided. Calculators will be provided if allowed by the instructor. All items 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.