**Instructional Test Center LSC-North Harris**

**Faculty Guidelines**

1. The Instructional Test Center will **NOT** provide entire-class testing for any classes that are not hybrid/flex-study courses or distance learning courses. Any exceptions to this rule must be requested in advance to the manager of the center. Instructors should arrange for a substitute teacher in their absence.

2. The Instructional Test Center administers make-up exams, hybrid/flex-study exams and online Distance Learning exams. **We do not grade any exams. During the week of finals, make-up exams will not be administered.**

3. Students who have accommodations for extended time will test in A102. All other students with accommodations will test in SSB105. Students who are testing in SSB105 must schedule a room 48 hours in advance of testing.

4. All exams must be completed one sitting.

5. Exams will not be administered one hour prior to closing.

6. Exams must be delivered by the instructor in person, online, or via interoffice mail. **Exams are not accepted via fax or from students.** Only the instructor or an authorized non-student representative should handle the tests. Please be specific in your test instructions; we will not administer exams after your specified deadline without your permission.

7. The Examination Request Form can be found in the Instructional Test Center located in A102. **It is vital that you put your contact information on the request forms so the proctors can contact you with any issues that may arise.**

8. An electronic version of the Examination Request Form (for email) is also available online. Click on MyRecords at [www.lonestar.edu](http://www.lonestar.edu). Login to MyLonestar. On the left hand side of page click on Main Menu, then LSCS custom. Click on Testing Center Request then request form. You will name your exam in the space provided and then enter the term. You must use the search icon next to the term box and click on the term you are teaching or the form will not work correctly. The form will open when this information is completed.

9. Please provide your name, course subject, and course number on the top of each printed test submitted. This helps prevent filing errors.

10. **Paper-based exams can now be returned via email. Please specify this option on the request form.** During the week of finals, no paper-based exams will be returned via campus mail except those not at your home campus. To avoid delays with final grades, email is the preferred method.

11. The Instructional Test Center will not accept or issue any non-testing materials, such as syllabi, projects, take-home tests, or homework.

12. The Instructional Test Center will provide the instructor with an incident form regarding any cheating incidents or special concerns.

13. Please inform your students that they must have a photo-ID to take an exam and cell phones will not be permitted in the testing room. Bathroom breaks are not allowed without permission from the instructor. Proctors are not responsible for any student belongings.

14. The Instructional Test Center does not provide childcare, flash drives, scantrons or blue books. Students must come prepared with the materials they need. **We do provide 4-function calculators, pencils, and scratch paper.**