Learning Resource Center (LRC)

Testing Services – Fall 2021

The LRC offers faculty the opportunity to have individual students make up an exam due to excused absence. Students needing testing accommodations rather than makeups should contact the Disability Resource Programs.

This service is available on a space available basis, according to the following procedures:

1. Exam proctoring is offered during the following hours only:
   a. 9:00 am to 12:00 pm Monday-Thursday
2. Faculty must complete an online proctoring request at least 48 hours prior to the requested make-up time, available at the “Testing” section of the LRC Resources for Faculty website. Information requested on this form includes the student name, student email, allowable resources, and the maximum length of time. Faculty may either attach the exam to the online form or bring a paper copy to the LRC Administrative Support Coordinator office in Broome Library 24 hours prior to the exam. Faculty members are asked to e-mail lrc@csuci.edu with any extra materials needed for the student at the time the proctoring request is made. Please fill out one request per student.
3. Upon submission of the form, faculty will receive an email confirmation that secures the appointment. The faculty member should then forward this reply to the student to set up the appointment.
4. If an unforeseen circumstance arises that requires rescheduling, the LRC Administrative Support Coordinator will contact the faculty member and notify the student no later than 24 hours prior to the exam.
5. Exams are treated as in class exams. If students show up late, this reduces the time for them to take the exam, unless otherwise noted by you, the professor.
6. When the student arrives to take the exam, the LRC Administrative Support Coordinator will ensure that only the requested resources are available to the student and will provide the test to the student to begin. Depending upon the number of requests on a given day, test takers may be located either in an adjacent room (visible through a glass wall) or in the main part of the LRC at a solo table.
7. When the student has finished, or time has run out, the LRC Support Coordinator will collect the students’ exam, seal it in an envelope, stamp LRC across the seal, and place it in campus mail to the faculty member. Alternatively, faculty members may request to pick up the completed exam in person.

For questions, please contact lrc@csuci.edu