

Testing Services

The LRC offers faculty the opportunity to have students make up exams due to excused absences. Students needing testing accommodations rather than makeups should contact the Disability Accommodations & Support Services (DASS) office.

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

1. Exam proctoring is available Monday through Friday from 8:00-10:00 am.
2. Faculty must complete an online proctoring request at least 48 hours prior to the requested make up exam. https://csuci.qualtrics.com/jfe/form/SV_1zc04Om47nhSOQR
3. **Information requested on this form includes the student's name, allowable resources, date of make-up, and maximum length of time.** Faculty may either attach the exam to the online form or bring a paper copy to the LRC Assistant Support Coordinator office in Broome Library 2760 at least 24 hours prior to exam. Faculty members can email lrc@csuci.edu with any extra materials needed for the student at the time of the proctoring request. **Please fill out one request per student.**
4. Upon submission of the form, faculty will receive an automatic confirmation that secures the appointment. The faculty member can then forward this reply to the student with any specific instructions.
5. If unforeseen circumstances arise that require rescheduling, the LRC Assistant Support Coordinator will contact the faculty member and notify the students no later than 24 hours prior to the exam.
6. Punctuality is crucial. The center opens for tutoring at 10:00 am and the environment may not be conducive to test taking.
7. When the student arrives to take the exam, the LRC Assistant Support Coordinator will ID the student and ensure that only the requested resources are available to the student during the exam. Depending on the number of requests on a given day, test takers may be located either in an adjacent room with glass walls or in the main part of the LRC at a solo table. No tutoring is conducted during test taking hours, although students may sit in the LRC area to quietly study.
8. When the student has completed the exam or time has expired, the LRC Assistant Support Coordinator will collect the exam, seal it in an envelope, stamp the LRC across the seal and deliver it to the faculty member's mailbox. Alternatively, faculty members may request to pick up the exam from the center.

For questions, please contact lrc@csuci.edu