Test Proctoring for Ferris Courses (as of 02/2014)

EIO will work with Ferris faculty to proctor exams for **fully online classes** when possible and necessary. Proctoring of exams is not available at all Ferris locations or dates. Advance planning is necessary! Some non-Ferris proctors may also be available, and there may be fees associated with the use of these agencies. These fees are the responsibility of the student and must be paid directly to the proctoring agency.

1. Faculty should contact EIO as soon as the need is identified for test proctoring. EIO will need to know:
   a. The dates the test(s) should be taken. (in some cases, the dates may not be acceptable for proctoring due to planned absence of staff – in this case EIO will let the instructor know so that the date of the test can be changed or students can be directed to another site).
   b. The number of anticipated students for each location.
   c. Where the test should be returned and method of return (fax, mail, both, etc).
   d. Proctoring instructions.

2. When the tests are available, they should be emailed to the location email address at least one day prior to the test date. The instructor should include proctoring instructions such as what is allowed in the room, concerns about scrap paper, length of test time, approved use of calculators (and type), etc.

3. Students should be instructed to make an appointment with their location for their test time. Space is limited, and will be scheduled on a ‘first called first served’ basis. Tests must be completed during the office’s normal business hours unless prior arrangements have been made. Students must bring their FSU Student ID or a Driver’s License for identification.

4. EIO offices will make a copy of the blank test and keep it in a secured location. Upon completion, EIO will make a copy of the completed test and keep in a secure location until the end of the semester, in case the original is lost. EIO will also deliver the completed tests to the instructor at the end of each test period. For tests taken in Big Rapids, the tests are hand delivered to the instructor’s office. For those tests taken at other locations, the completed tests will be mailed to the instructor at the address provided. For off campus locations, based upon instructor request, we can also fax or email a copy of the completed test to the instructor after each test is finished to reduce delays. After grades are posted, EIO will destroy any test copies (blank and completed) they had kept.

5. At some locations where the community college test center is used, we will use their process and procedure, which may include other forms to be completed, and return only by email or other format. Some locations also have additional forms for an instructor when submitting their request.

6. If a need is anticipated for additional proctoring sites, EIO and the faculty can jointly work towards finding a reasonable accommodation, such as the use of a local community college or learning center.
## Approved Test Proctoring Locations

<table>
<thead>
<tr>
<th>City</th>
<th>Contact</th>
<th>Address</th>
<th>Email / Phone</th>
<th>Office Hours</th>
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</table>
| Flint                 | Lorie Callcut                | 1401 E. Court Street, MMB 1008; Mott Community College                 | FerrisFlint@ferris.edu 810-762-0461 866-387-9430 | M-Th: 8 am – 6 pm  
F: 8 am – 5 pm  
*Flint uses the Mott testing center, although you must schedule your day/time through the Ferris office listed.*  
Mott Testing Center hours are:  
M-Th 8 am – 9 pm  
Friday 8 am – 5 pm  
Sat/Sun: noon – 5 pm |
| Lansing               | Justin Faris                 | 210 W. Shiawassee, Lansing (Lansing Community College's University Center) | FerrisLC@ferris.edu 517-483-9723    | M–Th: 9 am– 6 pm  
F : 8 am – 5 pm |
| Clinton Township      | Brian Bouwman                | 44575 Garfield Road; Room 202G Clinton Township; Macomb’s Center Campus, University Center Building | FerrisSE@ferris.edu 586-263-6773    | M–F: 8 am– 5 pm  
Evening hours can be arranged by appointment. |
| Bay City / Midland    | Kim Brandimore               | 1961 Delta Road, University Center, Delta College                      | FerrisGLBR@ferris.edu 989-686-9256 | M, W: 9 am– 6 pm  
T, Th: 8 am – 5 pm  
F : 8 am – 4 pm  
*Midland uses the Delta testing center, although you must schedule your day/time through the Ferris office listed.*  
Delta testing center hours:  
M-Th 7:30 am -8:45 pm  
F: 7:30 am – 3:45 pm  
Sat: 10 am – 1:45 pm  
Sun: 1 pm – 5:15 pm |
| Grand Rapids          | Amanda Mitchell, Sara Salet Jocelyn Goheen | 151 Fountain Street NE, Grand Rapids                                  | fsugr@ferris.edu 616-451-4777    | M-Th: 8 am – 6 pm  
F: 8 am – 5 pm |
| Big Rapids            | Covita Ankney, Kathy LeClaire | 410 Oak Street, ALU113, Big Rapids, Ferris State’s CPTS offices         | eio@ferris.edu 231-591-2340       | M-F: 8 am – 5 pm |
| Traverse City         | Ronda Grindel, Sheelah Walter | 2200 Dendrinos Dr, Suite 100, Traverse City, Northern Mich College    | FerrisNorth@ferris.edu 231-995-1734 | M-Th: 8 am – 6 pm  
F: 8 am – 5 pm |
| Muskegon              | AJ Osborne                    | 221 South Quarterline Rd, Muskegon, Muskegon Community College         | FerrisMuskegon@ferris.edu 231-777-0510 | M-F: 8 am – 5 pm |
| Dowagiac              | Lisa Topping                 | Wood 459, 58900 Cherry Grove Rd, Dowagiac, Southwestern Michigan College | FerrisSW@ferris.edu 269-782-1214 | M–F: 8 am – 5 pm  
SMC Testing Center available in Dowagiac & Niles  
$15 fee/test unless the student is a Ferris—Dowagiac student |

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Student Instructions

1. Your instructor will notify you if proctored tests are a requirement in your online course. If so, he/she will also inform you of which locations are available for your use.

2. Once the test schedule and proctor locations have been given to you, contact the location where you would like to take your tests.
   a. You will need to schedule your test date and time at least one week in advance of the test.
   b. You will need to plan your time such that your test is completed during normal office hours, unless prior arrangements have been made.
   c. Some EIO offices have limited space so scheduling is done on a ‘first called first served’ method.
   d. You will need to bring your FSU Student ID or a Driver’s License for identification.
   e. Please respect the proctors need to provide you only with the test and scrap paper. Any calculators or books allowed by the instructor are your responsibility to bring.
   f. Please also recognize our need to have your personal belongings, including cell phone, kept by our office staff in a secure location, and not in the room with you during your test.
   g. Any fees required to use an external proctoring site are the responsibility of the student.