

Test Submission

Please refer to these instructions to submit your testing request:

- Start at mcc4me.mcc.edu
- Use your Gmail account login
- Under *My Secure Apps* select **Testing Center Submissions**
- Upload your exam by choosing **Upload New Test**
- Fill out the Test Instruction Sheet according to your specifications
- **Submit Test**

Testing Center staff will be notified by email that your test is ready to reproduce.

If you need assistance in converting your test to an electronic format, please contact the Faculty Support Center (CM-2118) at (810) 767-4357 or 2-HELP (2-4357).

For additional Testing Center assistance, please direct questions to Testing Center Staff.

As an affirmative action/equal opportunity institution, the College encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. The College does not discriminate in educational or employment opportunities or practices on the basis of race, sex, color, religion, gender, national origin, veteran's status, age, disability unrelated to an individual's ability to perform adequately, sexual orientation, or any other characteristic protected by law.

Testing Center Staff

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Staff Assistant
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810-762-0366

testcenter@mcc.edu
www.mcc.edu/testing/index.shtml

Location: Mott Library

Room: ML 3107

Hours:

Fall/Winter

Monday—Thursday: 8:00 a.m.—9 p.m.

Fri: 8:00 a.m.—5 p.m.

Sunday: 12 p.m.—5 p.m.

Spring/Summer

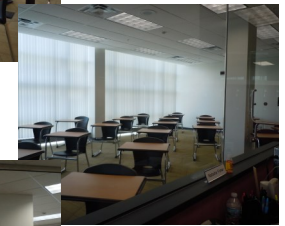
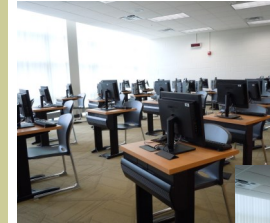
Monday & Tuesday: 8 a.m.—9 p.m.

Wednesday—Friday: 8 a.m.—5 p.m.

Sunday: 12 p.m.—5 p.m.

We are a member of
the National College
Testing Association

MCC Academic Testing Center



*Testing Made
Easy!*

Mott Library 3107
<http://www.mcc.edu/testing>

Testing Center Accommodations

The Testing Center provides testing in a convenient, distraction-free environment, adhering to high standards of testing security. The Testing Center complies to the regulations and guidelines established by the National College Testing



Lockers for securing personal belongings.

Association (NCTA), and faculty. The Testing Center provides three separate areas for computer, paper/pencil and open book testing. Each area was designed to allow increased monitoring by testing center staff to

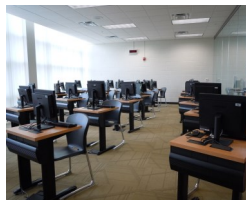
strengthen the integrity of the testing process.

- Computer testing area can accommodate 27 students.
- The paper/pencil testing area can accommodate 26 students.
- The open book area contains privacy stations that accommodate up to 7 students.

Computerized Testing

Computers in the Testing Center are equipped with Insight Classroom Management Software. Listed below are just a few of the software's capabilities:

- Control student access to applications and websites
- Monitor screens to ensure students are on task
- Communicate instructions to the student
- View and print internet history
- End student session



Computers for secure online testing.

Testing Center News



Mott Community College is a newly certified ASE testing site. ASE promotes excellence in automotive repair and service. There

are over 300,000 Automotive Technician and Service Professionals who hold ASE Certifications. ASE Certified Technicians work in every part of the automotive service industry.

[Contact ASE](#) to pay for the exams and the Testing Center to schedule an appointment.



Mott Community College's Testing Center has been certified to proctor certification tests by Comira. Comira is a full

service testing company for licensure, certification, assessment and educational testing programs in a variety of fields such as the American Culinary Federation (ACF), Environmental Protection Agency, National Coalition of Estheticians (CEA) and National Exercise Trainers Association (NETA).

Visit www.comiratesting.com for a complete list of certifications and to schedule an exam.



The Testing Center has been designated as a **Pearson Vue** authorized testing center, providing industry certification testing in the areas of A+, Security+ and Network+ for MCC students.

Exam

Recommended Courses

A+	COMC-115 and COMC-125
Network+	COMN-112, COMN-114, COMN-130, COMN-128
Security +	COMN-181

Testing Center Services

Make-up Testing and Extended Time Testing*

The Testing Center will administer make-up tests for individual students at the instructor's request. Students taking a make-up test follow the same testing security procedures as those used in e-Learning testing. This service is designed to have make-up testing available in a consistent, secure manner and is not a replacement for in-class testing. We offer make-up tests anytime during the semester, but we cannot test entire classes. Students who require extended time for testing must receive prior certification of need through DisAbility Services.

Computer Competency Test

The CCT assesses students' computer competency. It includes mostly performance-based simulations and some multiple choice questions taken online in the Testing Center. The cost of the test is \$30.00 for each attempt and must be paid at the time the test is taken. Appointments are scheduled with the Testing Center Staff.

e-Learning Testing

Administration of e-Learning tests takes place at the Testing Center. Students may take their tests on a walk-in basis during Testing Center hours of operation and follow established security procedures.

Proctor Testing

The Testing Center can accommodate proctor testing for students enrolled in other colleges and universities. The cost for proctoring is \$25.00 per test.

Nursing Admission Assessment (A²) Testing

Guidelines for taking the A² exam can be found on the Nursing website. Seats are reserved by calling the Testing Center.