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.

Ann Auernhammer, Supervisor
ann.auernhammer@mcc.edu
810-762-0406

Natasha Fisher, Staff Assistant
natasha.fisher@mcc.edu
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

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 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.