

## Testing Services Information and Procedures for Courses – Student Instructional Guide

- Your Instructor will discuss your testing options with you. If you would like to utilize our services, please read all of the information below, you must have an appointment to test.
- Off-campus proctor forms are due a.s.a.p. \* No approval during midterms/finals

**MSSU COVID 19 Procedures – Subject to Change – MSSU requests that you wear a mask and social distance during your visit to MSSU and the Testing offices.**

*Please do not go to any testing facility or classroom if you are coughing/have a fever/feeling ill/or believe that you may have been in contact with someone who has been ill.*

**Contact our office if you are not able to keep your test appointment.** We are located in Webster Hall, room 117. Due to COVID we are not operating at full capacity, therefore it is best to schedule your seat early. Our Contact Information: [Testingservices@mssu.edu](mailto:Testingservices@mssu.edu), 417-625-9577

On Campus Testing Hours
Monday - Thursday
9 am to 11 am 11 am to 1 pm 1 pm to 4 pm
Closed: M.L. King, Jr. Day - 1/17 Spring Break – two days - 3/24-25
*Open days/times are subject to change

- **Note the closed dates above. If MSSU is closed (due to weather, etc.), we will be closed.**

There is no charge for MSSU students taking course exams on campus. **NOTE: You must contact us to register for an exam at least 24 hours in advance.** *However, if you would like to request a Monday, please contact us by noon the previous Thursday.* **Remember, on campus seating is limited, so please call/email early to schedule your time/day.** All students must contact our office via phone or email. **Check the open dates according to your instructor, know your instructor's name, course name and test #.** **You will need to tell us your S# and phone number when you register.**

**Off Campus Testing with an approved proctor:** You must have an approved proctor on file with our office and you must live at least 30 minutes from campus. For more information read the Proctor Section of our website and our Proctor Guidelines and Agreement. <https://www.mssu.edu/student-affairs/advising-counseling-testing-services/testing-distancelearning.php>. Weekend testing with an off-campus proctor should be scheduled with us by noon the prior Thursday as to give time to email the proctor the exam. We do not pay postage on returned paper exams such as some Math, you will pay the proctor any postage cost. Send the proctor form in early in the semester, or reach out to us to see if there is already an approved proctor in your area. We cannot guarantee a proctor can be found in your area. We will try to assist with your search. Your professor will confirm if you need an off-campus proctor, if needed please begin the process early.

**Student check-in:** **Please know your course login/sign-in information for any computerized exam.**

- Check in with your current MSSU I.D., or a current, government issued-picture I.D. such as a driver's license, military I.D. or passport. **No one is allowed to test without current, proper identification.** Proper I.D. must be shown at every test appointment.

Please read the COVID-19 information. **Please do not** bring in your cell phone, baseball cap, purse or book bags, smart watches, head phones, electronics. We have limited locker storage and are not using locks.

For disability support, please visit: <https://www.mssu.edu/student-affairs/disability-services/>

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