

Test Proctoring Procedure

We offer test proctoring services through our Workforce Assessment and Testing Center most **Mondays at 12 PM** and **Thursdays at 9:30 AM**. Tests are by appointment only. Appointments may be scheduled by calling Sandra Muncy by e-mail Sandra.muncy@kctcs.edu or by phone 859-246-6669. Schedule appointments and arrange for the exams to be sent to us, as soon as you know the allowed time parameters for your exam. If we do not have the test and instructions in **our office** the day before the scheduled exam, then we will not be able to administer the exam. Seating is limited, but usually available. We charge \$25 (non-refundable) for each test scheduled/administered. If your college pays the proctor fee, then you should work with them to provide you the check prior to the test date, so that you may bring it with you. You are responsible for payment, prior to testing. We accept cash, credit cards, and checks payable to BCTC. You may pay the Business Office on Leestown campus, in Building C, Room 126 on the day of the test (see payment coupon below), or you may phone 859-246-6270 with credit card information. Please bring a paid receipt with you to our Assessment & Testing Center. We return tests by mail or fax. Also, please remember to bring a valid, official photo ID (e.g. current driver's license or government issued ID).

We offer web-based or paper proctoring only. We do not offer proctoring services for tests requiring special equipment (e.g. microscopes, jump drives, chemicals, liquids of any kind). We return paper tests by mail or fax. UPS shipping is available by request for an additional \$10. We are an approved proctor test site for numerous colleges and organizations. Please provide, or have your institution e-mail me, a proctor/site approval form for completion (if needed).

Directions indicating our location on the Leestown Campus of Bluegrass Community and Technical College (BCTC) are included below. We follow the same severe weather procedure as BCTC classes (also below)

Our department provides proctored test services for schools/colleges other than Kentucky Community and Technical College (KCTCS). Individuals needing distant-learning class-work or tests proctored specifically for KCTCS on-line courses should contact Karen Dearborn by e-mail karen.dearborn@kctcs.edu or by phone 859-246-6603. Individuals needing distant-learning test or assessments proctored for any college or school other than KCTCS should contact us.

Good luck on achieving your educational aspirations!

Mary E. Maggard, SPHR

Manager Workforce Solutions Assessment & Testing Center

Bluegrass Community and Technical College

164 Opportunity Way

Lexington, KY 40511

859-246-6671 (direct line)

859-246-6669 (office)

859-246-6663 (fax)

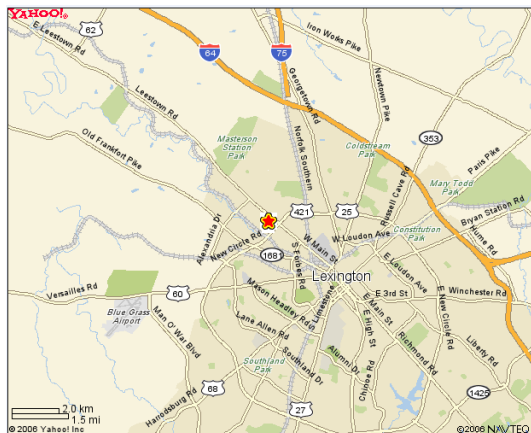
Workforce Solutions Assessment and Testing Directions and Information

When entering Lexington from any major highway, look for signs leading to Kentucky Highway 4 (New Circle Road). From New Circle Road 4, take Exit 7 for Leestown Road. You will see a sign for Bluegrass Community and Technical College (BCTC) at the end of the exit ramp directing you to turn away from town. At the first traffic light, turn left onto Opportunity Way. You will pass Leestown Middle School on the left. Opportunity Way leads directly to Bluegrass Community and Technical College campus. Park in student/visitor parking and enter Building C (the circular shaped building) through the glass doors. Turn left at the reception desk and follow the green arrows at the top of the left wall. The arrows will lead you to the Workforce Solutions Assessment Center in the North Wing, room 110 (N-110). The ACT Center is located in N-110. If you are testing on a Saturday, you may need to directly enter the North Wing (first building on the left) to access N-110. Handicap parking is available at the rear of building N and at other locations on campus. For additional assistance, call 859-246-6669.

For your comfort, please consider dressing in layers.

Severe Weather Information: It is the policy of BCTC to keep all offices open and classes in session as scheduled. The most up-to date information can be obtained through: our info line 859-246-4636 or 866-774-4872; or our homepage <http://www.bluegrass.kctcs.edu> ; or our cancellations website www.bluegrass.kctcs.edu/info/alerts . BCTC closures will be implemented on a campus/site by campus/site basis depending on weather conditions in each city and campus/site location. In the event such an announcement becomes necessary, messages will be issued on the BCTC website and the BCTC phone line announcing the name of the campus/site and the closing or delay message. The ACT Center is located on the Leestown Campus. Please exercise discretion and understand that personal safety is an individual decision.

The red star on the map below indicates our location.



Payment Coupon

Name: _____

Service: Test Proctor

Amount: \$25

Amount \$35 (includes UPS shipping)

**Credit: Workforce Assessment &
Testing Center Account**

Severe Weather Information

It is the policy of BCTC to keep all offices open and classes in session as scheduled. In the event of severe weather and that is not possible, the President will make the decision to cancel or delay college operations. The Public Information and Marketing office will disseminate that information to the media and representatives on the college's communication team.

The most up-to-date and complete information can be obtained through the following college official sources:

- BCTC info line at 859-246-4636. 859-246-6200 Toll free -866-774-4872
- BCTC home page at www.bluegrass.kctcs.edu
- (Optional) Voicemail, email and text messages received on your cell phone (sign up at www.kctcs.edu/SNAP).

BCTC closures will be implemented on a campus-by-campus basis depending on the weather conditions in each city and campus location.

In the event such an announcement becomes necessary, three basic messages will be issued on the BCTC website, SNAP messaging, and BCTC phone line announcing the name of the campus and the closing or delay message:

In the event of the CANCELLATION of classes, the following announcement will be made:

“Classes at Bluegrass Community and Technical College (Campus Location) are canceled today (date).”

Example: Classes at Bluegrass Community and Technical College Lawrenceburg Campus are cancelled today January 19.

In the event of a DELAYED opening, the following announcement will be made:

“Classes at Bluegrass Community and Technical College (Campus Location) is on a two hour delay today (the date). Tuesday and Thursday 9:30 classes will begin at 10:00. Classes beginning prior to 9:30 are cancelled.

Monday, Wednesday and Friday classes will begin at 10:00. Classes beginning prior to 10:00 are cancelled.

In the event of an EARLY CANCELLATION of classes, the following announcement will be made:

"Classes at the Bluegrass Community and Technical College (Campus Location) beginning at (time) and thereafter are cancelled. Today (date) Employees will be dismissed. Employees will be dismissed at (time). There will also be an email message sent to faculty and staff.

Closing and delay messages will also be posted by campus on the following TV and radio stations.

TV and radio stations are given the information, but some stations cannot report details, such as the time of day classes will begin. If you hear about a delayed schedule, it is best to double check one of the college's official sources.

Television

Channel 18
Channel 27
Channel 36
Channel 56

Radio

98.1 The Bull
100.1 WKQQ
630 WLAP104.5 WLKT FM
94.5 Mix WMXL
105.5 Great Oldies
1580 AM
590 WVLK AM
K93 FM
Z103 FM
101.5 FM
102.5 FM
WUKY
WHIR