Email us: testingcenter@msu.edu
Call us: (517) 355-8385
Website: www.testingcenter.msu.edu

434 Farm Lane
Bessey Hall, Rm 203
East Lansing, MI 48824

MSU Testing Center

Service Fees & Scheduling Information

➢ Testing Center Fees

Student Exam Fees:

- MSU students pay **$20 per 4-hour block**

Accommodated Exam Fees:

- MSU Departments using the Testing Center to satisfy student test accommodation requirements are responsible for the student exam fee.*
- Departments are also charged a **$10 administration fee** for each accommodated student scheduled*

* **Note**: We require **at least 48-hours written notice for any cancellation** or department will be charged at the full rate

➢ Operations & Scheduling Requests

Hours of Operation

- **Monday – Friday from 8:00am – 5:00pm**
- **Limited availability for private rooms**
- **Email us testingcenter@msu.edu or call us (517) 355-8385 to schedule testing appointments**

Exams for students with approved test accommodations:

- Faculty scheduling students with testing accommodating should submit requests at least 7-days in advance to the exam
- Faculty will submit the Alternate Test Site Authorization ((ATSA) Form through email or deliver to the Testing Center

➢ On-call Proctoring Service Requests & Fees

On-call Proctor Requests:

- Faculty can request on-call proctors through email at testingcenter@msu.edu
- Proctors (if available) generally support Monday – Friday and will report at the faculty requested times

Proctor Payroll Fees:

- Our **on-call proctor staff** is available for classroom proctoring at **$30/hour***
- **Exam administrators** who can lead your entire testing session are available at **$35/hour***

Administration Fees:

- Departments are charged a **$10 administration fee** for each proctor or administrator hired*

* **Note**: We require **at least 48-hours written notice for any cancellation** or department will be charged at the full rate

MICHIGAN STATE UNIVERSITY

NCTA NATIONAL COLLEGE TESTING ASSOCIATION