

MOUNTAIN EMPIRE COMMUNITY COLLEGE INSTRUCTOR TRANSMITTAL FORM

Any test not submitted according to the approved guidelines will not be accepted by the Testing Center. The Center must receive tests **at least two business days** before tests will be available to students. For questions regarding testing, please email testing@mecc.edu.

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|--|--|
| Course ID and section (ex. MTH 141-01) | |
| Course Name | |
| Instructor Name | |
| Instructor Email | |
| Instructor Contact Number | |
| Testing Dates (ex. September 1 -5, 2011) | |
| Test ID or # (ex. Test 1, Midterm, Final, etc) | |
| Mode of Delivery (place an X in the appropriate box) | <input type="checkbox"/> Hard Copy |
| | <input type="checkbox"/> Canvas (<i>password is: _____</i>) <i>not long or complicated</i> |
| | <input type="checkbox"/> Use Lockdown Browser |
| Supplemental Materials (place an X in the appropriate box) | <input type="checkbox"/> Scantron Answer Sheet |
| | <input type="checkbox"/> Instructor-Designed Answer Sheet |
| | <input type="checkbox"/> Scratch paper (<i>provided by Testing Center</i>) |
| | <input type="checkbox"/> Notes (<i>specify</i>) |
| | <input type="checkbox"/> Calculator (<i>specify type</i>) |
| | <input type="checkbox"/> Textbook |
| Is this test timed? (place an X in the appropriate box) | <input type="checkbox"/> Yes (<i>time limit</i>) _____ hours (<i>maximum test time is 2 ½ hours</i>) |
| | <input type="checkbox"/> No |
| Method of Return for Completed Tests (place an X in the appropriate box) | <input type="checkbox"/> Hold for pickup by instructor |
| | <input type="checkbox"/> Return to instructor's campus mailbox |
| | <input type="checkbox"/> Other (<i>specify</i>) |
| Special Instructions Please make these clear and complete | |

I have read the MECC Testing Guidelines, and I am aware of my responsibilities. I have also included a copy of the Testing Guidelines for MECC students in my class syllabus.

Signature