

## 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 contact Samantha Counts (Interim Testing Coordinator) at 276-523-2400, ext. 283 or email [scounts@mecc.edu](mailto:scounts@mecc.edu)

<b>Course ID and section</b> (ex. MTH 141-01)	
<b>Course Name</b>	
<b>Instructor Name</b>	
<b>Instructor Email</b>	
<b>Instructor Contact Number</b>	
<b>Testing Dates</b> (ex. September 1 -5, 2011)	
<b>Test ID or #</b> (ex. Test 1, Midterm, Final, etc)	
<b>Mode of Delivery</b> (place an X in the appropriate box)	<input type="checkbox"/> Hard Copy
	<input type="checkbox"/> Blackboard ( <i>password is: _____</i> ) <i>not long or complicated</i>
	<input type="checkbox"/> Use Lockdown Browser
<b>Supplemental Materials</b> (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
<b>Is this test timed?</b> (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
<b>Method of Return for Completed Tests</b> (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"/> Send completed test to on-campus Blackboard Administrator (Susan Kennedy)
	<input type="checkbox"/> Other ( <i>specify</i> )
<b>Special Instructions</b> <b>Please make these clear and complete</b>	

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.

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**Signature**