

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 Susan Kennedy (Academic Testing Coordinator) at 276-523-2400, ext. 488 or email skennedy@mecc.edu

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