

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 (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"/> Blackboard (<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"/> Send completed test to on-campus Blackboard Administrator (Susan Kennedy)
	<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