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 Peggy Gibson (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)	☐	Hard Copy
	☐	Blackboard (password is:_____) *not long or complicated*
	☐	Use Lockdown Browser

Supplemental Materials (place an **X** in the appropriate box)	☐	Scantron Answer Sheet
	☐	Instructor-Designed Answer Sheet
	☐	Scratch paper (provided by Testing Center)
	☐	Notes (specify)
	☐	Calculator (specify type)
	☐	Textbook

Is this test timed? (place an **X** in the appropriate box)	☐	Yes (time limit) _____ hours (maximum test time is 2 ½ hours)
	☐	No

Method of Return for Completed Tests (place an X in the appropriate box)	☐	Hold for pickup by instructor
	☐	Return to instructor's campus mailbox
	☐	Send completed test to on-campus Blackboard Administrator (Susan Kennedy)
	☐	Other (specify)

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