

**NCC LRC
Testing Instructions**

This test is (select one):	
On-campus makeup	Distance Learning

Instructor: _____

Today's Date: _____

Course: _____

Exam Name: _____

Start and end dates for test, if applicable: _____

Time limit (if any): _____

Note: Students must be able to complete their test(s) within the operating hours of the NCC LRC. They may not leave a partially completed test and return to complete it at another time without **express written consent of their instructor.**

Exam materials: Scantron (which form number?): _____

Bluebook: Yes/No

Students may write on test? Yes/No

Scratch paper? Yes/No

Closed book test? Yes/No

Notes allowed? Yes/No

Calculator allowed? Yes/No

Computer allowed? Yes/No

For on-campus make up tests:

- Instructors must have a folder with their name on it in the file.
- Students' names must be on each test (also instructor name on test).
- Leave this form in the folder with the exam(s). Pick up the completed exam(s) during our open hours.
- On the last day of the semester, any remaining tests will be collected and placed in instructor mailboxes.

Special Instructions: _____

Students are required to have a photo ID in order to take any exam. There are no exceptions.