

This test is:  On-campus makeup  DSPS Accommodation  Distance Learning

### NCC Library Testing Instructions

Instructor: \_\_\_\_\_ Phone or Email: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Course: \_\_\_\_\_ Exam Name: \_\_\_\_\_

**Exam Start Date:** \_\_\_\_\_ **Exam End Date:** \_\_\_\_\_

**Time limit** (if any): \_\_\_\_\_

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

<b>Exam materials:</b>	Scantron 882e (green)?	Yes	No/Other: _____	Bluebook?	Yes	No
	Write directly on test?	Yes	No	Scratch paper?	Yes	No
	Open-book?	Yes	No	Notes allowed?	Yes	No
	Calculator allowed?	Yes	No	Computer?	Yes	No

For on-campus make up tests (self-service):

- Instructors create a folder with their last name on it, place in testing cabinet.
- Attach this form to the exam(s).
- Place exam(s) in folder; student name should be on each exam.
- On the last day of the semester, any remaining tests will be collected and placed in instructor mailboxes.

Special instructions: \_\_\_\_\_

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