NCC Library Testing Instructions

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

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.

Exam materials:  
- 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: ________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

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

Updated: 2/15/2017 vmk