

## 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. Students needing to test in the MECC Library must email the Academic Testing Coordinator for assistance. For questions regarding testing, please contact Susan Kennedy (Academic Testing Coordinator) at 276-523-2400, ext. 488 or email [testing@mecc.edu](mailto:testing@mecc.edu).

<b>Course ID and section</b> <small>(ex. MTH 141-01)</small>	
<b>Course Name</b>	
<b>Instructor Name</b>	
<b>Instructor Email</b>	
<b>Instructor Contact Number</b>	
<b>Testing Dates</b> <small>(ex. September 1 -5, 2011)</small>	
<b>Test ID or #</b> <small>(ex. Test 1, Midterm, Final, etc)</small>	
<b>Mode of Delivery</b> <small>(place an X in the appropriate box)</small>	<input type="checkbox"/> Hard Copy
	<input type="checkbox"/> Blackboard <small>(password is: _____) not long or complicated</small>
	<input type="checkbox"/> Use Lockdown Browser
<b>Supplemental Materials</b> <small>(place an X in the appropriate box)</small>	<input type="checkbox"/> Scantron Answer Sheet
	<input type="checkbox"/> Instructor-Designed Answer Sheet
	<input type="checkbox"/> Scratch paper <small>(provided by Testing Center)</small>
	<input type="checkbox"/> Notes <small>(specify)</small>
	<input type="checkbox"/> Calculator <small>(specify type)</small>
	<input type="checkbox"/> Textbook
<b>Is this test timed?</b> <small>(place an X in the appropriate box)</small>	<input type="checkbox"/> Yes <small>(time limit) _____ hours (maximum test time is 2 ½ hours)</small>
	<input type="checkbox"/> No
<b>Method of Return for Completed Tests</b> <small>(place an X in the appropriate box)</small>	<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 <small>(specify)</small>
<b>Special Instructions</b> <b>Please make these clear and complete</b>	

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.

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Signature