



Testing Center
Faculty Guidelines
 Make-up/Distance Testing
Fall Semester 2009

Effective: Tuesday, September 1, 2009
 Ending: Saturday, December 19, 2009
 Closed: September 5, 2009, November 25 - 28, 2009

Testing Center
 Camden County College
 P.O. Box 200
 Blackwood, NJ 08012
 (856) 227-7200 ext. 4710
 Fax (856) 374-5090
 www.camdencc.edu

- Please hand deliver all tests and materials at least TWO DAYS IN ADVANCE to the Testing Center, Blackwood Campus Library, 2nd Floor.
- Faculty may pick up exams after end date at the Testing Center, Blackwood Campus Library, 2nd Floor.

Please give your students the following information:

- Fall 2009 Student Makeup/Distance Guidelines and Schedule. Schedules are available at all Camden County College testing locations or via the Camden County College website at www.camdencc.edu/testing.
- What aids are permitted during testing. Please list aids at the bottom of this form.

Instructor's Name: _____ Home Phone: _____ CCC ext: _____

Course Title: _____ Course #: _____ Section #: _____

Campus (circle one): Blackwood Camden City Rohrer Center (Cherry Hill)

Test Start Date: ____/____/____ Test End Date: ____/____/____

Type of Test: Make-up _____ Online _____ Other _____

Name of Test (e.g. quiz, final, etc.): _____

Name of Student(s): _____

or

See Attached List _____

PROCTOR INSTRUCTIONS

Time Allowed (default 50 minutes): _____

Aids Permitted: _____ Yes _____ No

If Yes, list: _____

Special Instructions/Needs: _____

