



Testing Center
Instructor Cover Sheet
 Make-up/Distance Testing

Please see Student Guidelines, CCC website, or Testing Center Staff for schedule.

www.camdencc.edu/testing

Testing Center
 Camden County College
 P.O. Box 200
 Blackwood, NJ 08012
 (856) 227-7200 ext. 4710

Instructors:

- Please hand deliver all tests and materials at least **TWO DAYS before the test date** to the Testing Center. We cannot accept exams through email or inter-office mail. If your exam is being mailed to an off-campus proctor, or another campus, the exam must be delivered to the Testing Center at least **SEVEN DAYS before the test date**.
- Please pick up exams promptly after the end date
- Please make your students aware of the schedule and any other information (use of aids, special timing, etc.)

Instructor's Name (Last, First): _____ Phone #: _____ CCC ext: _____

Email address: _____ CCC Office Location: _____

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: _____

(If more than 4 students; please use a separate list using alphabetical order.)

PROCTOR INSTRUCTIONS

Time Allowed (If left blank, default time is 50 minutes): _____

Scrap Paper Permitted: ____ Yes ____ No (If left blank, default answer is Yes)

Outside Aids/Materials Permitted: ____ Yes ____ No (If left blank, default answer is No)

If Yes, list: _____

Special Instructions/Needs: _____

