CAMDEN COUNTY COLLEGE

Testing Center
Instructor Cover Sheet
Make-up & Accommodated Testing for
in-person classes

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

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 interoffice mail. If your exam is being mailed to 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

Test Start Date: _____/_____/_____ **Test End Date:** _____/_____/_____

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

Name of Student(s): _____   _____

                                      _____   _____

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: _____

_____

_____

White – Attach to Exam   Yellow – Testing Binder   Pink-Faculty