



**Camden County College Testing Center
Student Guidelines**

Make-up/Distance (Paper-Pencil) Testing

Spring 2020 Semester

Start Date: Wednesday, January 22, 2020

End Date: Thursday, May 14, 2020

Camden County College
Testing Center
PO Box 200
Blackwood, NJ 08012
(856) 227-7200 x4710
camdencc.edu/testing

Your instructor will provide you with the following information:

- The dates you may take the test.
- Any aids you are permitted to use or not use. – Mobile phones, wearable technology, and other electronic devices are not permitted to be used at any time in the Testing Center
- Your test results.

Blackwood Campus – Testing Center, Library (2nd Floor) – 856-227-7200 x4710

Monday - Paper-Pencil Testing hours begin at **10 am**, Paper-Pencil Testing **ends** at **4 pm**

Tuesday – **No Blackwood Paper-Pencil Testing – Reserved for HS Diploma Testing.**

Wednesday – Paper-Pencil Testing hours begin at **2 pm**, Paper-Pencil Testing **ends** at **8 pm**.

Thursday Paper-Pencil Testing hours begin at **10 am**, Paper-Pencil Testing **ends** at **4 pm**

Friday – Paper-Pencil Testing hours begin at **10:30 am**, Paper-Pencil Testing **ends** at **3:30 pm**

Saturday - Paper-Pencil Testing hours begin at **10:30 am**, Paper-Pencil Testing **ends** at **1:30 pm**

The Testing Center closes at the indicated times. Come early enough to allow yourself sufficient time to complete your exam by the closing time.

Camden City Campus – Camden Technology Center, Room 203 (2nd floor) – 856-968-1275

Monday - Paper-Pencil Testing hours begin at **12:30 pm**, Paper-Pencil Testing **ends** at **5 pm**

Tuesday - Paper-Pencil Testing hours begin **12:30 pm**, Paper-Pencil Testing **ends** at **3 pm**

To confirm exam has been delivered to Camden City Campus please call (856) 968-1275 or email dalston@camdencc.edu. Testing ends at the indicated time. Come early enough to allow yourself sufficient time to complete your exam by the closing time.

Exams will only be sent from Blackwood to Camden with instructor's permission and will need to be coordinated between the instructor and the student only. Three business days is needed for exams to be delivered and processed.

William G. Rohrer Center (Cherry Hill) – Room 208 (2nd floor) – 856-227-7200 x4710

Tuesday - Paper-Pencil Testing hours begin at **12:30 pm**, Paper-Pencil Testing **ends** at **4 pm**.

To confirm your test has been delivered to Cherry Hill please call (856) 227-7200 ext. 4710. Testing ends at the indicated time. Come early enough to allow yourself sufficient time to complete your exam by the closing time. **Exams will only be sent from Blackwood to Camden with instructor's permission and will need to be coordinated between the instructor and the student only. Three business days is needed for exams to be delivered and processed.**

- All students must present a current/valid photo ID card (School ID, Driver's License, Passport, etc.)
- You must know your instructor's last name and course title.
- Testing for another college or organization (Remote Testing) can only be done in Blackwood. You must provide the Testing Center with the **non-refundable** testing fees prior to the day you want to test. Test Proctors cannot accept payment. Please contact the Testing Center for more information.

Note: Academic integrity and appropriate conduct will be enforced as outlined in the CCC Student Handbook