

MCC TESTING CENTER INSTRUCTIONS FOR EXAM ADMINISTRATION

PLEASE FILL OUT REQUIRED INFO BELOW & PLACE INSTRUCTOR'S NAME ON ALL EXAMS

DATE EXAM PLACED IN CENTER _____

INSTRUCTOR: _____

DEPARTMENT: _____ CAMPUS: _____

Day Phone: _____ Cell Phone _____

Course: _____ Exam Number#: _____

of Students expected: _____ # Copies Provided: _____

***We are unable to accommodate entire classroom testing. ***

Exams must be delivered 24-48 hours in advance

Instructor/Department representative must pick up exams

Unable to deliver exams via campus mail

INSTRUCTIONS FOR PROCTOR

Last time to begin exam: _____

Month Day Expiration Time

Time allowed: _____

Please circle one: Regular class time Extended time

Calculator: YES NO

*(Please specify, Scientific, Graphing)

Textbook allowed: YES NO

Charts or notes allowed: YES NO

Description of charts or notes: _____

Write on exam: YES NO

Answer sheet: _____ Provided _____ Scantron _____ Other

Additional paper allowed: YES NO

Password (if On-line): _____

Other (name of student, special instructions, etc.): _____

INSTRUCTOR DROP-OFF / PICK-UP & STUDENT'S TESTING HOURS:

Southern & Dobson Campus

Monday - Thursday 8:00am–5:00pm;

5:00-6:00pm Virtually

Friday: 10:00am–4:30pm. (No Friday testing in the summer)

*Last test will be given one hour prior to closing.

Phone: 480-461-7336

E-mail: Testing@mesacc.edu

Red Mountain Campus

Monday - Thursday 8:00am–5:00pm

Friday: 10:00am–4:30pm. (No Friday testing in the summer)

*Last test will be given one hour prior to closing.

Phone: 480-654-7811

E-mail: RMTTesting@mesacc.edu

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