

## Makeup and Proctored Test Procedures

Students are required to have prior approval from the instructor and must schedule an appointment for tests. If you have questions, please feel free to contact the Testing Services at 931-393-1763 or e-mail [tcenter@mscc.edu](mailto:tcenter@mscc.edu).

### Students will:

- Log into the MyMotlow account
- Click on student
- Click Testing/Proctoring Services
- Click Makeup Test Registration or appropriate test link
- Select a campus for the test
- Complete the online registration form (the list of test dates may not be listed in chronological order, student will need to search the listing for available dates) Test dates are available Monday through Friday during normal business hours. The Testing Center is closed for all major holidays and weekends.
- Students will receive an e-mail confirmation notice with test date, test location, and room number
- Students must present photo ID

### Instructors will:

- Complete a separate cover sheet for each test (an example of the cover sheet is on this form)
- If you have specific instructions or requirements for the test, please e-mail the testing center at [tcenter@mscc.edu](mailto:tcenter@mscc.edu) or call 931-393-1763.
- Faculty will receive an e-mail after the student schedule an appointment with the testing center (If you did not approve the makeup test, please notify the testing center).
- After the test, please make notation on the cover sheet your preference for test pick-up.

Note: Instructors should be specific with test instructions (example - this is a closed book test, this is an open book test, no notes, the test has a time limit of 30 minutes, students may use one sheet of handwritten notes, etc.). Please be sure to include a contact number or e-mail in case there are questions. It is recommended that all tests be submitted 24 hours prior to the test.

If you have questions, please contact the Testing Services.

# TESTING SERVICES PROCTOR FORM

## Motlow State Community College

(This form must be returned with exam)

Testing Services will proctor exams for students who have prior approval from faculty. Please complete the form to assure proper test administration. You can complete this form and e-mail or bring it with the test. For more information, please feel free to contact the Testing Center by e-mail [tcenter@mscc.edu](mailto:tcenter@mscc.edu) or 931-393-1763. The Test Center must have exams 24 hours prior to the test administration. Students may take tests at Lynchburg, Smyrna, Fayetteville and McMinnville Campus.

Course \_\_\_\_\_

Faculty Name \_\_\_\_\_ Faculty Telephone Number \_\_\_\_\_

Faculty E-mail \_\_\_\_\_

Student name(s) \_\_\_\_\_

### Location for test administration:

- Moore (Lynchburg Campus)
- Smyrna Campus
- Fayetteville Campus
- McMinnville Campus

### Specific Instructions or Restrictions for Test:

- Open Book
- Open Notes
- Note Card
- Periodic Table
- Dictionary
- Calculator
- Text Books
- Computer
- Scan Form
- Blue Book
- Other \_\_\_\_\_

### Special Instructions:

- Collect Notes/card with test
- Scranton Sheet
- Blackboard/Canvas Passwords are \_\_\_\_\_
- Exam administered between (day/date) \_\_\_\_\_ (time) \_\_\_\_\_
- Other (Please explain): \_\_\_\_\_

### Test Administration:

Amount of Time allotted for test     30 minutes     1 hour     2 hour     Other \_\_\_\_\_  
 45 minutes     1.5 hour     2.5 hour

### Please return completed tests to me via (select one):

- Campus Mail
- Scanned & Email to \_\_\_\_\_ (e-mail address) This option applies to non-Scranton tests.
- Will pick up
- Other \_\_\_\_\_