Hill College
Instructor's Test Submission Form

NOTE: An appointment and student's photo ID are required for each test taken. Please be sure your students have read the Test Day Rules prior to testing. These rules can be found at: www.hillcollege.edu/students/testing/

_____
Student's Name

Course #:_____**Course Title:**_____

Instructor:_____

Type of Exam: (Circle One)   Regular   Mid-Term   Final

Test Dates/Time:_____

Time Limit: (if any)_____

Supplemental Materials Allowed: **Testing Items Required:**

Textbook   _____   **Scantron#**   _____

Notes   _____   **Blue Book**   _____

Computer   _____   **Pencil**   _____

Calculator   _____   **Pen**   _____

Other: (Please specify)_____

Exam to be returned as follows:

_____**HCC Interoffice**   _____**JCC Interoffice**   _____**Other**

_____**Burleson Interoffice**   _____**Instructor will pick up @ Testing Center**

Special Instructions to Exam Administrator:

Instructors – Please be aware that the Testing Center shreds any exams or passwords left at the end of each semester. Please retrieve any exams you wish to keep from the testing centers at the end of each semester, or let us know what you want to do with them.   Please do not assume that the testing center has or will use the same passwords from one semester to the next. If you wish for your passwords to remain the same from semester to semester, that's fine. However, we will need an email (testingcenter@hillcollege.edu) from you at the beginning of each new semester letting us know that. If at all possible, all exams and/or passwords need to be in to the testing center(s) at least 24 hours in advance of the exam. Thank you!