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!

Updated 8-8-2017