**Germanna Community College**



***Instructor* Transmittal/Cover Sheet from Virginia Community College**

This form is for your VCCS College instructor to fill out for having your test proctored at Germanna.

|  |  |
| --- | --- |
| VCCS College Name: | Click here to enter text. |
| VCCS College Address: | Click here to enter text. |
|  |  |
| Instructor’s Name: | Click here to enter text. |
| Instructor’s Email: | Click here to enter text. |
| Course ID ( ex. ENG 111): | Click here to enter text. |
| Dates of Tests: | Click here to enter text. |
| Test ID (ex. Test 1, Midterm): | Click here to enter text. |
| Instructor’s Contact Phone #: | Click here to enter text. |
| **Student’s Name** | Click here to enter text. |
| **Roster Attached** | Yes [ ]  No [ ]  |

**START TEST/QUIZ/EXAM ON:** Click here to enter a date. **LAST DATE TO TAKE:** Click here to enter a date.

**SPECIAL INSTRUCTIONS**: *(If nothing is checked below, NO aides will be allowed) Please be specific on materials that are allowed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  **No Materials** |  | **Reference Materials,****Please be Specific** |[ ]  **Homework** (handwritten) |[ ]  **1 Sheet front & back notes** |
|[ ]  **Write answer on paper** |[ ]  **Scantron- specify type** |[ ]  **3 x 5 index card** |[ ]  **Power Point Slides** |
|[ ]  **Scratch Paper Needed** |[ ]  **Lined Scratch Paper** |[ ]  **Study Guide** |[ ]  **Dictionary** |
|[ ]  **Math formula Sheet** |[ ]  **Math formula 3x5 card**  |[ ]  **Periodic Table** |[ ]  **Text Book** |
|[ ]  **Book** |[ ]  **Calculator: Standard** |[ ]  **Calculator: Scientific** |[ ]  **Calculator: TI-83 or other TI graphing** |
|[ ]  **Respondus Lockdown Browser is REQUIRED** |[ ]  **Respondus Lockdown Browser will interfere with this test.** |[ ]  **Blackboard Password:** Click here to enter text. |[ ]   |
| **Special Instructions:**  Click here to enter text. |

**Note: Testing Services will supply the scratch paper required for the exam. Students *may not use E-books or any electronic devices* that can access the Internet.**

* *If computer, Blackboard, or other electronic format problems occur the student will be advised to contact their instructor.*
* *Homework will not be accepted in Testing Services from students; they will be directed to their instructors or appropriate department.*
* *Testing Services cannot time tests/exams.; if it is required it will be up to the student to keep track of their time.*
* *Remind students that they must show a valid photo ID and know their student ID number, faculty name, course and test name when they come to take a test/quiz/exam. If they do not have a valid photo ID they will be turned away.*

 ***Germanna Community College Testing Services reserves the right to refuse any tests***

 ***if they are not able to accommodate your instructor’s test requirements.***

Rev. Feb. 2013