Please help us help you by making sure your students are aware of the following:

- Photo ID is always required to take any tests (license, school ID, passport); we make no exceptions.
- We administer tests according to your Proctor Request Form only.
- Students are required to schedule an appointment for tests at www.mscc.edu/testing.
- We will not administer tests to students if they do not have enough time to complete their tests prior to closing. Centers hours are posted on our website.
- A completed proctoring request form needs to be provided with the test.
- Completed forms may be scanned and e-mailed or faxed to the testing center at tcenter@mscc.edu (e-mail) or 931-393-1899 (fax).
- You must specify time allowed for the test.
- Your request for competency tests should be given to the testing center at the beginning of the semester for scheduling purpose. You will receive an e-mail confirmation when request is processed.

### Name of Exam or Course:

______________________________

______________________________

### Faculty Name

___________________________

### Faculty Telephone Number

___________

### E-mail

___________________

### Beginning Date

______________

### Date of Completion

______________

### Number of Tests (per campus)

______________

### First year

______________

### Second year

______________

### General Nursing

______________

### LPN

______________

### Location for test administration:

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

### Specific Instructions or Restrictions for Test:

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

### Special Instructions:

_________________________________________________________________________________

_________________________________________________________________________________

### Test Administration:

- Amount of Time allotted for test
  - 30 minutes
  - 1 hour
  - 2 hour
  - 45 minutes
  - 1.5 hour
  - 2.5 hour
  - other