

Testing Services Proctor Form
Motlow State Community College
Nursing Exams

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 _____