**TEST ROUTING SLIP**

**INSTRUCTOR'S NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF TEST:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be filled out by**

**THE TEST ADMINISTRATOR:**

BEGINNING TIME: \_\_\_\_\_\_\_

ENDING TIME: \_\_\_\_\_\_\_\_

DEADLINE TIME: \_\_\_\_\_\_\_\_  
(if applicable)

~

ID VERIFICATION BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (signature)

***TESTING POLICIES***

**CHEATING:** Cheating on tests is a form of Academic Dishonesty covered by Student Code for the South Carolina Technical College System and will not be tolerated by this college. Any student observed cheating will be reported to the Vice President for Student Development for investigation. A student found guilty of cheating is subject to sanctions outlined in the Student Code, which can lead to probation or suspension from the college.

**CELL PHONES/ELECTRONIC DEVICES:** Cell phones or other electronic devices **may not be used in the Testing Center**.  Though calculators may be used with an instructor’s permission, calculators in cell phones (or in other electronic devices) may not be used.

**LEAVING DURING TEST:** Once students begin a test, they will not be permitted to leave the testing room until the test is completed. If they do leave prior to test completion, the test will be collected and returned to the instructor.

***Piedmont Technical College (2014)***

**I have read and fully understand the above stated policies.**

**Student’s Signature:   
 Date:**

**TO BE FILLED OUT BY INSTRUCTOR:**

Time Limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Time Limit: \_\_\_\_\_\_\_

Notes Allowed: YES\_\_\_NO\_\_\_\_\_

Books Allowed: YES\_\_\_NO\_\_\_\_\_

Calculator Allowed: YES\_\_\_NO\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTORS:**

**Please pick up tests from the Teaching and Learning Center as soon as possible. It is the responsibility of the instructor to remove tests by the deadline date, if a deadline date has been given.**

**SPECIAL INSTRUCTIONS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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