

TEST ROUTING SLIP

TO: ALL INSTRUCTORS

INSTRUCTOR'S NAME: _____

NAME OF TEST: _____ DATE: _____

PROCEDURE:

Please place student's name here

**To be filled out by
the test administrator**

BEGINNING

TIME _____

ENDING

TIME _____

(DEADLINE TIME) _____

PLEASE CHECK:

Time limit-60 Minutes _____

No Time Limit- _____

Other _____

Open Book -----YES -----NO

Notes Allowed -----YES -----NO

Calculator Allowed -----YES -----NO

To the instructor:

PLEASE PICK UP TESTS FROM THE TEACHING AND LEARNING CENTER AS SOON AS POSSIBLE.

❖ IT IS THE RESPONSIBILITY OF THE INSTRUCTOR TO REMOVE TESTS ON THE DEADLINE DATE, IF A DEADLINE DATE HAS BEEN GIVEN.

SPECIAL INSTRUCTIONS: _____

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.

Piedmont Technical College

April 2003

I have read and fully understand the above stated policy.

Student's Signature: _____

Date: _____