INSTRUCTOR'S NAME: ___________________________________________

NAME OF TEST: ___________________________ DATE: ________________

STUDENT’S NAME: __________________________

BEGINNING TIME: _______

ENDING TIME: _______

DEADLINE TIME: _______
(if applicable)

~

ID VERIFICATION BY: __________________________

(signature)

TO BE FILLED OUT BY
THE TEST ADMINISTRATOR:

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. See the current Student Handbook for additional details.

CELL PHONES/ELECTRONIC DEVICES: Cell phones or other electronic devices may not be used. 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

I have read and fully understand the above stated policies.

Student’s Signature: __________________________

, Date: __________________________

Updated August 2015

TO BE FILLED OUT BY
INSTRUCTOR:

Time Limit: ________________

No Time Limit: _______

Notes Allowed: YES__NO____

Books Allowed: YES__NO____

Calculator Allowed: YES__NO____

(NOTE: No cell phones or other electronic devices permitted.)

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. Please check at the end of the term to make sure no tests are left in your folder.

SPECIAL INSTRUCTIONS: ________________________________

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