



INSTRUCTOR AGREEMENT FORM



- _____ Exams should be submitted with a completed Departmental Examination Cover Sheet and current class roster. Each coversheet should include the instructor’s name, course title, CRN number and exam type (i.e. Exam I, Exam II, Mid-term or Final).
- _____ Exams start date for an exam **cannot be** the same date the instructor submits to the Test Center.
- _____ Start and end dates should not overlap with previously submitted exams.
- _____ Exam dates should end only on weekdays.
- _____ Exams should be submitted to the Test Center before informing students that the exam is available in the Test Center.
- _____ Only one extension per exam is allowed.
- _____ The Test Center will accept exams for courses that meet face-to-face on a limited basis.
- _____ The Test Center **will not** administer exams to an entire class that meets face-to-face.
- _____ Final exams must be submitted to the Test center **one week** prior to the start date of the final exams.
- _____ Final exams will only be administered for the duration of the final exam schedule.
- _____ Instructors should remind students to remember their Canvas and/or MyLabs Plus login and the dates for taking their exams in the Test Center.
- _____ Instructors should inform students that **they must** schedule a test appointment online at www.bccc.edu/testcenter. Limited seating is available.
- _____ Instructors should inform students that they must bring a valid photo ID on their scheduled test date and time.

I acknowledge that I have read the Test Center’s Instructor Agreement Form. My signature below indicates that I understand and agree to follow the above stated examination guidelines.

Instructor’s Signature

Test Center Staff Signature

Date

Date