



CCM Testing Center Online Testing Form

Please fill out this form in entirety to utilize CCM Testing Center proctoring services for online and hybrid courses. Faculty must complete and return this form to the CCM Testing Center via email to onlinetesting@ccm.edu, in person, or through interoffice mail at LRC101.

This form will help Testing Services administer the exam in an appropriate, secured manner.

Professor's Full Name: _____

Telephone Number On Campus: _____

Off Campus: _____

Full Course Name: _____ **Semester:** _____ **Year:** _____

Section Number Identifier: _____ (For multiple sections of the same class with different passwords)

DUE TO HIGH VOLUME OF TESTS, PLEASE PUT TEST DIRECTLY UNDER TAB LABELLED "EXAM" SO STUDENTS CAN FIND IT EASILY.

Platform for administering test:

Blackboard Pearson MyLab McGraw Hill Connect Paper and Pencil
Word Other – Please specify _____

Date Range Test will be Available: _____

Test name: (as it appears in the system) _____

OPTIONS FOR ACCESS TO TEST:

IP ADDRESS (instead of password) *only for tests that launch directly within **Blackboard***

PASSWORD (instead of IP address): _____
(Case sensitive) (Inform testing services if changed).

Please check off any allowable aids: (If you make any changes throughout the semester, please inform testing services). Please be as specific as possible.

No Aids Are Allowed

Textbook Allowed E-Book Allowed Other Book Allowed _____

Notes Allowed 1 page only: 1 sided or 2 sided Multiple pages allowed
Full Notebook allowed Other _____

Formula Sheet allowed Charts (for example: Z Tables, Regression, etc.)

Excel allowed Word Allowed Other Software Allowed _____

Calculator – Please specify type allowed, for example TI-89 or lower, 4- Function only, etc.