

ORANGEBURG-CALHOUN TECHNICAL COLLEGE

TEST COVER SHEET

Test Information

Student Name \_\_\_\_\_

Current Date \_\_\_\_\_ Last Date to Test \_\_\_\_\_ Time Limit \_\_\_\_\_

Course Name/Section # \_\_\_\_\_ Test # \_\_\_\_\_

(Check One)

Exam Type: Online \_\_\_\_\_ Make-up \_\_\_\_\_ Non Octech Distant Learning \_\_\_\_\_

Instructor Information

Instructor Name \_\_\_\_\_ Building/Room # \_\_\_\_\_

Office Phone # \_\_\_\_\_ Cell/Home Phone # \_\_\_\_\_

Building/Room # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Materials Allowed

(The proctor provides calculators, pencils/pens, and scratch paper as the instructor allows)

Dictionary	___ Yes	___ No	Textbook	___ Yes	___ No
Notes	___ Yes	___ No	Calculator	___ Yes	___ No
Formulas	___ Yes	___ No	Scratch Paper	___ Yes	___ No
Scantron	___ Yes	___ No	Recorder / Earbud	___ Yes	___ No

Special Instructions: \_\_\_\_\_

Notes to the Instructor

- 1) Complete the exam cover sheet.
- 2) Deliver exam(s), cover sheet, and test materials to the Testing Center at least one day before the exam is due.
- 3) Do not allow a student to deliver or pick up exams from the Testing Center.
- 4) Do not give an exam to a work-study student in the Testing Center.

OCtech Testing Center Located in the Gressette Learning Resource Center  
Building B-245 Second Floor (Down from the Library)  
Phone (803) 268-2539 E-mail [rhodesma@octech.edu](mailto:rhodesma@octech.edu)