



BSC Testing Center

Instructor Transmittal Form

The Testing Coordinator must receive test information and materials **at least FIVE working days** before the test will be available to students.

Instructor Name	
Instructor Email	
Instructor Phone Number please include Cell Phone	
Student Name (If entire class please attach a roster)	
Course ID and CRN (ex. BIOL 101, 11929)	
Exam Title (ex. Test 1, Midterm, etc.)	
Exam Open and Close Dates (ex. 09/13/18 8:00am – 09/20/18 11:59pm)	
Exam Password	
Exam Format (Place an X beside the appropriate method)	
<input type="checkbox"/> Online exam via Moodle <input type="checkbox"/> Online exam with parts to be scanned to professor <input type="checkbox"/> Paper exam to be scanned and emailed <input type="checkbox"/> Paper exam to be mailed via campus mail	
Supplemental Materials (Place an X beside <i>approved</i> materials)	
<input type="checkbox"/> Scantron answer sheet <input type="checkbox"/> Scratch paper (provided to Testing Center) <input type="checkbox"/> Notes <input type="checkbox"/> Textbook <input type="checkbox"/> Calculator <input type="checkbox"/> Other (Please specify)	
Is this test timed?	
<input type="checkbox"/> Yes (time limit) <input type="checkbox"/> hours <input type="checkbox"/> min	
Special Instructions if any.	

***Please email the completed form to testing@bluefieldstate.edu

***Please use "BSC Instructor Transmittal Form (SUBJ) (CRN)" as the subject of the email



BSC Testing Center – Instructor Transmittal Form & Guidelines

In order to successfully administer testing at our BSC Testing Center, faculty are **required** to complete an official Instructor Transmittal Form prior to administering the test. The Testing Coordinator must receive the test information and materials at least **FIVE (5)** working days before the test will be made available to students. Please email a completed Transmittal Form to testing@bluefieldstate.edu. Incomplete Transmittal Forms will be returned to the instructor.

The Testing Center is reserved for students enrolled in courses that utilize **online** and **hybrid** instructional methods. Students enrolled in other types of courses should utilize their regularly scheduled classroom for the completion of tests and assessment activities.

Guidelines for Instructors to Complete the Instructor Transmittal Form

- Include all requested personal contact information. Do not rely on your familiarity with a particular Testing Coordinator to be sufficient.
- Include a complete description of the course in question. This includes the CRN, Subject, Course Number, Section, and the Course Title. **A form must be completed for every course with a different CRN. Additionally, a form must be completed for every assessment to be distributed at the Testing Center.**
- Include the total number of exams for the assessment and include a roster. This greatly aids the ability of the Testing Coordinator to keep track of who has or has not completed an assessment.
- Include an ID for the assessment, e.g., Test 1, Midterm, etc.
- Include the dates of availability for the assessment. For students enrolled in online courses, the recommended window of availability is **FIVE (5)** working days to allow flexibility with the student's schedule.
- Select the Delivery Mode for the assessment, e.g., online with online submission, online with some hardcopy portions, paper to be scanned/emailed, or paper to be mailed in college envelope.
- Include the password for any assessment activity in Moodle. The Testing Coordinator will input the password for the student when they begin their attempt. If the integrity of the assessment activity is to be maintained, **DO NOT** distribute the password in class.
- Select any appropriate supplemental materials which students are allowed to use on the assessment activity, e.g., textbook, notes, calculator, scantron, scratch paper, etc.
- Indicate the time limit for the test. If students qualify for approved accommodations, please be certain to include the student name and the approved accommodations.
- Inform the Testing Coordinator of any other special instructions associated with the assessment.
- Please email/forward the completed form to testing@bluefieldstate.edu.
- Please put "BSC Instructor Transmittal Form – [SUBJ] [Course Number]" as the subject of the email, e.g., "BSC Instructor Transmittal Form – ENGR 201".