

# SUBMITTING EXAM DIRECTIONS TO THE TESTING CENTER

Scottsdale Community College - 9000 E. Chaparral Rd, Scottsdale AZ 85256

Navigate to

<https://weba.scottsdalecc.edu/forms/testingcenter>

- OR**
- Go to the Employee Resources page on the SCC website
  - Look for the 'Faculty Resources' section
  - Click on 'Testing Center – Submit Exam Instructions'

- Login to the Testing Center System using your MEID and Password
- This will take you to the 'New Exam Directions' page or you can click on 'Directions for New Test' from the Home Page
- Fill in the 'New Exam Directions' Form completely
  - ◇ Be sure to indicate the correct term and course number
  - ◇ When selecting 'Yes' for 'Calculator Allowed,' please indicate type of calculator. If calculator type is not listed, the student will be allowed to use a calculator of their choice
  - ◇ Use the 'Additional administering Instructions?' box for any specific information that has not already been collected on the form
- Click on the acknowledgement and 'Submit'

The Print option will appear when the exam has been submitted – **if you don't see the print option, the exam has not been submitted successfully**

- Print the 'New Exam Directions' Form; this becomes the exam cover sheet for. Print a cover sheet for each exam

## Scheduling an appointment for an Instructor Make-up or Accommodated Exam – Student Information

1. Navigate to: [www.scottsdalecc.edu/TCAPP](http://www.scottsdalecc.edu/TCAPP)
2. Log in with your MEID & Password
3. Select 'Schedule my make-up tests in the SCC Testing Center'
4. Select the appropriate test – select date & time and schedule your appointment
5. When you complete the process you will have the option to print your receipt, if you don't see the print option you have not registered successfully.

If you need to change or cancel an appointment, **it is the student's responsibility** to return to [www.scottsdalecc.edu/TCAPP](http://www.scottsdalecc.edu/TCAPP) and click on 'Select' for the specific exam you wish to cancel or reschedule.



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