

HORRY GEORGETOWN TECHNICAL COLLEGE
EXTERNAL TESTING SERVICES REQUEST
Conway Campus, Georgetown Campus, Grand Strand Campus
Testing Agreement

Student Name	Student Phone #
Student Email	College/University Name
Faculty Name	Course #
Faculty Telephone #	Faculty Email

- A \$30 external exam fee is required for each exam.
- A 48 hour advanced notice appointment is required for all external tests for all campuses.
- A photo I.D. is required prior to testing.
- Bring only materials allowed during the test (check with your instructor). All other items (pagers, cell phones, purses, calculator cases, pencil cases, etc.) must be stored elsewhere. Having unauthorized materials with you while testing is considered academic dishonesty and may subject you to disciplinary action.
- Children are not allowed to accompany students into Testing Centers.
- No food or drinks are allowed in Testing Centers.
- Video monitoring is conducted in testing areas.
- Students may not leave the testing room during the testing time for any reason.
- Students are not allowed to begin a test within the hour prior to the Testing Center closing.
- Allow yourself ample time to complete your test during Testing Center hours of operation. For security purposes, Testing Centers must close at scheduled times, and tests not completed will be collected and returned to instructors.
- Students are responsible for observing the time limits on their test. Students may be penalized for exceeding given time limits.
- Loud or disruptive behavior in the test area will not be tolerated.

Failure to follow these guidelines may result in termination of this testing agreement with notification given to the appropriate individual at your institution.

Hours of Operation	
Conway Campus	Georgetown Campus
By Appointment (843) 349-5248 Mon - Tue 8:15 a.m. - 7:00 p.m. Wed - Thurs 8:15 a.m. - 6:00 p.m. Fri 8:15 a.m. - 11:00 a.m.	By Appointment (843) 520-1451 Mon - Thurs 9:00 a.m. - 5:00 p.m.
Grand Strand Campus	
By Appointment (843)-477-2047 Mon - Tue 8:15 a.m. - 6:00 p.m. Wed - Thurs 8:15 a.m. - 7:00 p.m. Fri 8:15 a.m. - 11:00 a.m.	
Operating hours for Testing Centers above are observed while classes are in session and may vary each semester.	

By signing this form, I understand and agree to the testing criteria.

Student Name (Print)	Student Signature			
Testing Center Official Signature	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid black; padding-right: 5px;">Receipt #</td> <td style="width: 33%; border-right: 1px solid black; padding-right: 5px;">Date</td> <td style="width: 33%; padding: 5px;">Student Accounts Staff</td> </tr> </table>	Receipt #	Date	Student Accounts Staff
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