



DISTANCE LEARNING  
 VIRTUAL COLLEGE OF TEXAS  
 AUSTIN COMMUNITY COLLEGE  
 VCT Testing Transmittal Form



Distance Learning • Austin Community College • Pinnacle Campus • 7748 Highway 290 West • Austin, Texas 78736  
 Phone: (512) 223.8026 • Toll-Free: 1.888.223.8026 • Fax: (512) 223.8988 • Email: dl@austincc.edu

REVIEW VCT TESTING INFORMATION BEFORE COMPLETING THIS FORM: <http://dl.austincc.edu/faculty/VCTFaculty.php>

**PART I: VCT STUDENT & COURSE INFORMATION**

**VCT HOST COLLEGE & STUDENT DETAILS:**

VCT Host College: \_\_\_\_\_ VCT Student Name: \_\_\_\_\_  
 VCT Student Email: \_\_\_\_\_

**COURSE & INSTRUCTOR DETAILS:**

Course Name & Number: \_\_\_\_\_ (ex: GOVT 2305) Instructor: \_\_\_\_\_  
 Synonym #: \_\_\_\_\_ (ex: 54321) Instructor Email: \_\_\_\_\_  
 Instructor Phone #: \_\_\_\_\_

**PART II: TESTING INFORMATION**

**EXAM DETAILS:**

Number of Exams: \_\_\_\_\_ Initial Test: \_\_\_\_\_ Retest (if applicable): \_\_\_\_\_  
 Last Date to Test: \_\_\_\_\_ Time Limits/Instructions: \_\_\_\_\_

**SUPPLEMENTAL MATERIALS AUTHORIZED:**

|              |                    |                                  |                      |
|--------------|--------------------|----------------------------------|----------------------|
| Red Scantron | Green Scantron     | Instructor-designed Answer Sheet | Blackboard Exams     |
| Thesaurus    | English Dictionary | Foreign Language Dictionary:     |                      |
| Graph Paper  | Ruled Paper        | Scratch Paper                    | Notes (# of Pages: ) |
| Other:       |                    |                                  |                      |

**METHOD TO RETURN COMPLETED EXAMS:**

Return Exams by Mail to: \_\_\_\_\_ Scan & Email Exams to: \_\_\_\_\_  
 Address: \_\_\_\_\_ Return Exams by Fax to: \_\_\_\_\_

**ACC Instructor Signature:** \_\_\_\_\_

**Date Form & Tests Submitted:** \_\_\_\_\_