



Testing Center

Test Submission Instructions

Please refer to these instructions to submit your test request:

Start at mcc4me.mcc.edu

- ❖ Use your Gmail account login
- ❖ Under *My Secure Apps* select *Testing Center Submissions*
- ❖ Upload your exam by choosing *Upload New Test*
- ❖ Fill out the Test Instruction Sheet according to your specifications
- ❖ *Submit Test*

Testing Center staff will be notified by email that your test is ready to reproduce.

If you need assistance in converting your tests to an electronic format, please contact the Faculty Support Center (CM-2118) at (810)767-4357 or 2-HELP (2-4357).

For additional Testing Center assistance, please direct questions to:

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