Midterm Exam Information

ALL STUDENTS (On AND Off Campus) MUST SUBMIT THE MIDTERM PROCTOR INFORMATION NO LATER THAN THE 3rd WEEK OF THE SEMESTER- EVERY SEMESTER

IF YOU ARE TAKING MIDTERMS OFF CAMPUS:

• It is the Student’s responsibility to schedule the taking of the Midterm Exams with their Proctor within the MIDTERM EXAM WEEK
• Each exam has a 1.5 hour time limit. The student does not have to complete all exams on the same day.

• The Midterm Exams must be postmarked for return to the Opticianry Program NO LATER than the posted Midterm Postmark Deadline

• The Student’s PROCTOR must receive the Midterm Exams for the Student. THE STUDENT IS NOT PERMITTED TO HANDLE THE EXAMS BEFORE THE EXAMS HAVE BEEN ADMINISTERED.

• The Student’s PROCTOR must collect the exams and all “scratch paper” from the student/ seal the exams and paperwork in the provided return envelope and mail the documents back to the Opticianry Program. THE STUDENT IS NOT PERMITTED TO HANDLE THE EXAMS AFTER THE EXAMS HAVE BEEN ADMINISTERED.

• Be prepared. Bring all necessary paperwork, tools and items to complete the test objectives. (Pencils, PD Sticks, Calculators, Markers, etc.)

IF YOU ARE TAKING MIDTERMS ON CAMPUS:

• Contact the Instructor of each course to determine the day/ date the course Midterm will be administered. Some classes are held 2 times per week. The Midterm Exams will be administered on one of these days.

• All On-Campus Midterm Exam Sessions are held during regular class times

• Know the courses you are taking. Bring your official course schedule. Print your official schedule from HAWKNET.

• Be prepared. Bring all necessary paperwork, tools and items to complete the test objectives. (Pencils, PD Sticks, Calculators, Markers, etc.)

CAMPUS MAILING ADDRESSES (for use when submitting Midterm Proctor Form):

HCC Campus TAMPA

HCC Opticianry Program
4001 Tampa Bay Blvd
Tampa, FL  33614

EDISON Campus FT. MYERS

Edison College
c/o Richard McCoy
8099 College Parkway SW
Walker Science Building A-128
Ft Myers, FL  33919