



COASTAL CAROLINA UNIVERSITY

Record Group 355

OFFICE OF THE PROVOST

TESTING CENTER

17594 ACADEMIC TESTING CENTER FILES

Description

Used by Academic Testing Center and Academic Testing Services to conduct student exams and testing as well as to document test results. Information includes examinee name, student identification number, date and time of test, forms of identification, agreement and release statement, session number, session location, and any other related documentation.

Retention

2 years, destroy.

SCHEDULE APPROVED 11/21/17