



# Online Testing and Accommodation Cover Sheet

## Test Information

**Instructor:** \_\_\_\_\_ **Test Name:** \_\_\_\_\_ **Password:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Paper-Based\*\*** **Time Limit:** \_\_\_\_\_ hr(s)

**CRN\*:** \_\_\_\_\_ **Computer-Based:** \_\_\_\_\_ min

Firefox  
Internet Explorer  
Chrome

\*If you have additional CRNs, please list them in the Comments box below.

\*\*If more than 5 copies of the exam are needed, instructor/administrative assistant must provide printed copies to the Testing Center.

## Instructor Contact Information

**Office:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Home:** \_\_\_\_\_

**Email:** \_\_\_\_\_

(NOTE: Contact information will only be shared with Testing Center staff)

## Test Availability

**Open date:** \_\_\_\_\_

**Open time:** \_\_\_\_\_ a.m. p.m.

**Close date:** \_\_\_\_\_

**Close time:** \_\_\_\_\_ a.m. p.m.

(NOTE: Exams will not be given beyond the dates indicated above without WRITTEN or VERBAL approval from INSTRUCTOR to Testing Center staff.)

## Allowable Testing Materials (check all that apply)

Accuscan 100	Scratch Paper	Textbook	Headphones
Accuscan 200	Lined Paper	E-Book	MS Word
Blue Book	Notes: Hand-written	Basic Calculator	MS Excel
Pencil	Notes: Typed	Scientific Calculator	MS PowerPoint
Pen	Dictionary/Thesaurus	Graphing Calculator	

## Comments:

## Test Return (check all that apply)

- Instructor will pick up
- Admin. Assistant will pick up
- Return through campus mail
- Scan and Email

## Accommodations

**Student Name:** \_\_\_\_\_

**DSS Time Limit:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**DSS Time Limit:** \_\_\_\_\_