



# Online Testing and Accommodation Cover Sheet

Blackboard: \_\_\_\_\_  
 Canvas: \_\_\_\_\_

## Test Information

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

**Course:** \_\_\_\_\_ **Paper-Based\*** \_\_\_\_\_ **Time Limit:** \_\_\_\_\_ hr(s)  
**Computer-Based:** \_\_\_\_\_ min  
 Firefox  
 Internet Explorer

**CRN:** \_\_\_\_\_

*\*If more than 5 copies of the exam and/or handouts are needed, instructor/department secretary 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)

- |              |                      |                       |                 |
|--------------|----------------------|-----------------------|-----------------|
| Scantron 882 | Scratch Paper        | Textbook              | Headphones      |
| Accuscan     | Lined Paper          | E-Book                | Internet Access |
| Blue Book    | Notes: Hand-written  | Basic Calculator      | MS Word         |
| Pencil       | Notes: Typed         | Scientific Calculator | MS Excel        |
| Pen          | Dictionary/Thesaurus | Graphing Calculator   | MS PowerPoint   |

### Comments:

## Test Return (check all that apply)

- Instructor will pick up
- Department Secretary will pick up
- Return through campus mail
- Scan and Email

## Accommodations

**Student Name:** \_\_\_\_\_  
**Time allowed:** \_\_\_\_\_  
**Student Name:** \_\_\_\_\_  
**Time allowed:** \_\_\_\_\_