**Test Cover Sheet - Library & Achieve Program**

Please complete this form and e-mail it with a copy of the test to: [**TestCenter@villa.edu**](mailto:TestCenter@villa.edu)

Questions, please call: 716-961-4090

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructor:** | | | **Course:** | |
| **Personal Contact Information (email or phone #)**  **in case of questions during tests:** | | | | |
| **Today’s Date:** | **Test Deadline Date:** | **In-class Time Limit\*** (we will calculate accommodated time)  Hour(s): Minutes: Untimed/No Limit | | |
| **Please list the student(s) first and last name(s) that will be taking this test:** | | | | |
| **1)** | | | | **6)** |
| **2)** | | | | **7)** |
| **3)** | | | | **8)** |
| **4)** | | | | **9)** |
| **5)** | | | | **10)** |

# Please check mark your response for each question:

|  |  |  |
| --- | --- | --- |
| **Instructor Preferences:** | **Yes** | **No** |
| Complete test on a SCANTRON (if yes, form number:\_\_\_\_\_\_\_\_) |  |  |
| Calculator use permitted for test/quiz |  |  |
| Open Textbook |  |  |
| Open Notes |  |  |
| Seal in an envelope and send back to instructor via student |  |  |

**Additional notes from instructor:**

## \*For scheduling purposes, if a time limit isn’t provided, the student will be given the normal duration of the class time plus any appropriate accommodations. Thank you!