

## 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

<b>Instructor:</b>		<b>Course:</b>	
<b>Personal Contact Information (email or phone #) in case of questions during tests:</b>			
<b>Today's Date:</b>	<b>Test Deadline Date:</b>	<b>In-class Time Limit*</b> (we will calculate accommodated time)	
		Hour(s):	Minutes: <input type="checkbox"/> Untimed/No Limit
<b>Please list the student(s) first and last name(s) that will be taking this test:</b>			
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: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Calculator use permitted for test/quiz	<input type="checkbox"/>	<input type="checkbox"/>
Open Textbook	<input type="checkbox"/>	<input type="checkbox"/>
Open Notes	<input type="checkbox"/>	<input type="checkbox"/>
Seal in an envelope and send back to instructor via student	<input type="checkbox"/>	<input type="checkbox"/>

**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!