

Test Cover Sheet - Library & Achieve Program

Please complete this form and e-mail it with a copy of the test to: 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!**