

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: 716-961-1863

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: <input type="checkbox"/> Untimed/No Limit
Please list the student(s) first and last name(s) that will be taking this test:	Please mark a check next to the type of test/quiz	(To complete at pick up) Date of pick up:	(To complete at pick up) Instructor's Initials:
1)	<input type="checkbox"/> Make-up		
Achieve student? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Accommodated		
2)	<input type="checkbox"/> Make-up		
Achieve student? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Accommodated		
3)	<input type="checkbox"/> Make-up		
Achieve student? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Accommodated		
4)	<input type="checkbox"/> Make-up		
Achieve student? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Accommodated		
5)	<input type="checkbox"/> Make-up		
Achieve student? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Accommodated		

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 make-up 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!**