

# Learning Commons – Academic Support

## TEST COVER SHEET

To be completed by Instructor  
- One for each student -

**\*ATTACH TO TEST \***

Please complete the following

NAME OF STUDENT \_\_\_\_\_

COURSE \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

Must select and complete one of the following options:

\_\_\_ TEST TO BE ADMINISTERED Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time\* \_\_\_\_\_

\_\_\_ TEST TO BE COMPLETED: Date \_\_\_\_\_ Student has \_\_\_\_\_ hrs/min to complete

\* Specific time allotted for tests MUST be included and should reflect student's accommodations (if applicable) Please be aware that the Learning Commons Academic Support closes 4:30 pm

PLEASE NOTE: Students are advised of their allotted exam time by CAS staff. It is the responsibility of the student, however, to return their exams at the appropriate completion time.

Additional information:

Calculator allowed: Y / N \_\_\_\_\_ (Description if necessary)

Special instructions (examples: open book, notes, index card, etc.)  
\_\_\_\_\_

Computer Read Test accommodation: Y / N

If Yes test should be provided to OAR Staff at least 24 hours in advance

If possible, email to [jeanne.shaw@cayuga.edu](mailto:jeanne.shaw@cayuga.edu) and [hcrofoot@cayuga.edu](mailto:hcrofoot@cayuga.edu)

\_\_\_\_\_  
Instructor or Staff

\_\_\_\_\_  
Date

\*\*\*\*\*

THE FOLLOWING TO BE COMPLETED BY CAS STAFF

Test given to student: Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Initials \_\_\_\_\_

Test completed: Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Initials \_\_\_\_\_