



Instructor Cover Sheet

Approved testing accommodations and/or make-up exams

1. Remind your student(s) to make an appointment 3 days prior to exam date.
2. Fill out the following form completely to bring/email with exam.
3. Remember to pick up your exams from the ARC during business hours (CUB 230; 8:30-5:00).

Today's DATE _____

Instructor's Name _____ Cell Phone _____

Course Number _____

Student's Name (required) _____

Does this student have testing accommodations through the ARC? Yes No

Amount of time allowed for exam for the class: _____

Date exam must be taken by _____

Aids that are permissible (please check all that apply):

- No aids are permitted for this exam
- Calculator
- Textbook(s)
- Notebook/Notes/Note cards (circle if only one is permitted)
- Laptop Computer
- Dictionary
- Thesaurus
- Word processing
- Other _____

Special Instructions: _____

If you have any questions about approved testing accommodations, please contact the Academic Resources Center.

Instructor MUST initial exam cover sheet when picking up exam: _____ Date _____

ARC Use Only

Date Taken _____ ID Checked Staff _____

Start Time _____ Maximum End Time _____

Actual End Time _____ Staff _____