

# Exam Cover Sheet

Email [AccessibilityServices@ohiodominican.edu](mailto:AccessibilityServices@ohiodominican.edu) with questions or concerns

## Testing Center Requirements:

1. Exams must be delivered to the Front Desk of Spangler Learning Center with this Cover Sheet attached 24 hours prior to when the student will take the exam in the Testing Center. Retrieve completed exams from the Front Desk of Spangler Learning Center as well.
2. Provide one printed exam for each student. If everything below is the same for multiple students, you may provide one Cover Sheet for all and list their names below.
3. Students must schedule a time to take their exam using the [Testing Center Appointment Form](#).

Faculty Name: \_\_\_\_\_ Course Code: \_\_\_\_\_ Section #: \_\_\_\_\_

Student Name(s). Provide any additional information in the notes column

Student Name(s)	Notes

Exam Name: \_\_\_\_\_ Exam Date: \_\_\_\_\_ Exam Time: \_\_\_\_\_

Exam Duration: how long will your class have to complete this exam?

- ☐ 50-minute exam  
☐ 1-hour-and-20-minute exam  
☐ Other, please specify \_\_\_\_\_

Exam Materials: please mark what students are allowed to have with them while taking your exam

- |   |   |
|---|---|
| <input type="checkbox"/> Blue Book                          | <input type="checkbox"/> Class Notes/Formulas (provide details below) |
| <input type="checkbox"/> Calculator (provide details below) | <input type="checkbox"/> Laptop                                       |
| <input type="checkbox"/> Cellphone                          | <input type="checkbox"/> Headphones                                   |
| <input type="checkbox"/> Scratch Paper                      | <input type="checkbox"/> Nothing                                      |
| <input type="checkbox"/> Books (provide titles below)       | <input type="checkbox"/> Other: _____                                 |

Please provide any additional instructions for Testing Center Proctors:

### ASO Use Only:

- ☐ Extended Time: 1.5x or 2x  
☐ Private Room  
☐ Breaks allowed  
☐ E-Reader  
☐ \_\_\_\_\_  
☐ N/A: Make-up Exam