



Department of Special Services Test Coversheet Form

Mon – Fri 8:00 AM – 5:30 PM
Sat – Sun Closed

Special Services Policy: Students are required to take the test at the same time and on the same day as the class.

Professor's Name							
Student(s) Name(s)							
Professor Phone Number							
Course Name and Number							
Date Test is Submitted to Special Services							
Time and Date <u>Class Will Be Taking Test</u>							
Amount of Time the <u>Class Will Be Given To Complete the Test</u> <i>(Unlimited Time Cannot Be Given)</i>							
Specialized Instructions							
Are support materials allowed?	<div style="display: flex; justify-content: space-around;"> Yes No </div> <p>If support materials are allowed, please check all that apply.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 50%; text-align: center;">Calculator</td> <td style="border-bottom: 1px solid black; width: 50%; text-align: center;">Scratch Paper</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Textbook</td> <td style="border-bottom: 1px solid black; text-align: center;">Notes</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; text-align: center;">Other</td> </tr> </table>	Calculator	Scratch Paper	Textbook	Notes	Other	
Calculator	Scratch Paper						
Textbook	Notes						
Other							
Upon Completion of the Test	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Return Test to Professor's Mailbox</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Hold Test for Professor to Pick Up</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Other</div>						