

Exam Cover Sheet

Email 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
- ☐ Final Exam: 1-hour-and-50-minute exam
- ☐ Other, please specify _____

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

- ☐ Blue Book
- ☐ Calculator (provide details below)
- ☐ Cellphone
- ☐ Scratch Paper
- ☐ Books (provide titles below)
- ☐ Class Notes/Formulas (provide details below)
- ☐ Laptop
- ☐ Headphones
- ☐ Nothing
- ☐ 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