

**UNO TESTING CENTER
ACCOMMODATED COVER SHEET**

unotestingsecure@unomaha.edu Kayser Hall 522 402-554-4800

----- INSTRUCTOR PLEASE READ! -----

Please complete this form and return it with the test to the Testing Center **at least 24 hours** before the student's appointment (before 4:30 P.M.). The student is responsible for scheduling the appointment in advance and for providing timely notice to you. Students are not allowed to carry their own tests. Contact the Testing Center with questions. *****We will not accept exams delivered through BOX or Cloud sharing. Only email attachments*****

---TESTING CENTER DOES NOT ADMINISTER MAKE-UP EXAMS---

Instructor (or TA)'s Name: _____ Daytime Phone#: _____

Email address: _____@unomaha.edu Campus Address: _____

Student's Name: _____ Exam time allotted in CLASS: _____

Course: _____ Exam #: _____ *The Testing Center does not administer 'UNLIMITED time' exams.*

The Testing Center CALCULATES the extended time for student if applicable.

Scantron needed for this exam? NO __ If yes: Blue (Full Sheet) __ OR Green (Half Sheet) __

Allowable Aids Please Select:

Book: Open __ Closed __ Notes: Open __ Closed __ Scratch Paper: No __ Yes __

Calculator: No __ If Yes: Any kind __ Scientific __ Graphing __ Basic __

Others please specify: _____

Special Instructions: _____

Test Window (Date and Time):

Start the exam no earlier than _____, End the exam no later than _____

Return Instructions (Please select one):

1. Pick up (ID required) _____
2. Campus Mail (Campus Address Only) _____
3. Scan & Email (Hard copy will be SHRED after confirmation of receipt) _____
4. Scan & Email then Mail Hard Copy to Above Address (Campus Address Only) _____
5. Other Return Instruction: Please Specify: _____

FOR TESTING CENTER USE:

Returned via: PU/Mail/Scan/Shred _____

DATE: Received _____ Taken _____ Assisted: _____ Assigned Room: _____

Time Allowed: _____ Timer: _____ Time Started: _____ Time stopped: _____

PAGES: Distributed: _____ Scantron: Yes / No Collected: _____

Comment: _____

Pickup Signature: _____ ID: _____ Pickup Date: _____