



Department of Student Success & Retention  
**Student Accessibility Center**

**TEST ACCOMMODATIONS: TEST COVER SHEET**

**FACULTY: Please note:** *If hand-delivering exams, place them inside a sealed envelope, with this sheet completed, and attached to the outside. If you have any questions, please call SAC at 302.736.2739 or email SAC@wesley.edu.*

**Course:** \_\_\_\_\_ **Professor:** \_\_\_\_\_

**Professor's Phone #** \_\_\_\_\_ **Office Location:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Scheduled Class Test Date:** \_\_\_\_\_ **Test Time:** \_\_\_\_\_

**Return test to professor via Campus Mail ( )**

**Return test to professor via Office ( )**

**Return scanned Test to professor via e-mail ( )**

Student has permission to use the following: ***IF NONE CHECKED, NONE WILL BE PERMITTED***

**Open notes ( )**                      **Open books(s) ( )**                      **Calculator/graphing calculator ( )**

**Other:** \_\_\_\_\_ ***NO AIDS MAY BE USED ( )***

***How much time will the class have to complete this examination?*** \_\_\_\_\_

***Time with accommodations:*** \_\_\_\_\_

Student Name	Time Student Started	Time Student Completed	Test Proctor Signature

**Additional Notes from Professor/Department:**

\_\_\_\_\_

***[To be signed by student(s) just prior to test administration]*** Student acknowledgement: **“By signing this form, I accept the responsibility to adhere to Wesley College’s Academic Honesty policy.”**

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Proctor Signature

***Test proctors will not answer or clarify exam questions. Questions will be referred to the course’s professor for clarification. If the professor cannot be reached during the exam, the student will decide to answer the question.***