Office use	only	
Date:	Initial:	

SAC INSTRUCTOR TEST INSTRUCTIONS FORM

Last First			
Last First			
Course Name and Number: ClassroomOnline	9		
Number of tests dropped off: Scantron/Blue book needed:Yes No			
Test Deadline: MinMin.			
Test return instruction: Instructor will pick up test from Assessment Center			
Return to instructor's mailbox: Test and answer sheet Answer sheet only			
Please circle any items / aids which are allowed to be used with test:			
Books Notes Scratch Paper Calculator Dictionary			
Other aids not noted or special instructions:			
other dids not noted or special instructions.			
Check accommodations for DSPS students (if applicable)	students (if applicable)		
Student Name Extended Time Kurzweil Enlargement Other 1.5x 2.0x Unlimited for reading Print CCTV (please specify)	'n		
1.5x 2.0x Unlimited for reading Print CCTV (please specify	,		
NOTES:			
Assessment location in Blackboard:			
Blackboard password (if needed):			
• • • • • • • • • • • • • • • • • • • •			
Student(s) taking the exam*:			
Student (3) taking the exam : Student Name Expected date/time (if known)			

^{*} No more than <u>six students</u> from one class can take an exam at the same time. Please schedule your students accordingly.