

**Achievement Center Staff Use ONLY:**

**Test Start Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Was completed Test:** Scanned \_\_\_\_\_\_\_\_\_\_

Delivered \_\_\_\_\_ Emailed \_\_\_\_\_

**Proctor Filing Initials/Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**NO SHOW\_\_\_\_ Reschedule date\_\_\_\_\_\_\_\_\_**

**Faculty Test Cover Sheet**

* Faculty: Click or tap here to enter text.
* Class and Course Number: Click or tap here to enter text.
* Faculty Office Building: Click or tap here to enter text.
* Faculty Office Number: Click or tap here to enter text.
* Student Name: Click or tap here to enter text.
* Date of Test: Click or tap to enter a date.
* Length of Time Needed to Test: Click or tap here to enter text.
 i.e. Student gets up to time and ½…
	+ - 55min classes = 1.5hrs to test
		- 1hr 20min classes = 2hrs to test

**\*\*\*Please provide any special instructions such as calculators, open book, notes, etc.**

Click or tap here to enter text.