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Nashville State Community College  
ADA Accommodation  
Testing Center Examination Cover

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Part 1. Student Information (*One form per student*)

**Directions:** Complete this form and attach to the student's exam. Deliver exam with cover form to the Testing Center within **2 business days** before the test date.

Student Name: \_\_\_\_\_ Student A#: \_\_\_\_\_

**Reminder:** Please remind student that a **valid photo ID is required** for all testing. Approved IDs: Valid State Issued, Passport, and/or Nashville State Student ID

Does this student receive approved ADA Accommodations from the Access Center? *If not, please complete the Testing Center Examination Cover.*

Form can be printed double sided.

Type of Test

Paper/Pencil  Online  Other: \_\_\_\_\_

Please check the purpose of the exam.

- Departmental ADA Exam (On ground course)
- Departmental ADA Exam (Online course)
- "I" grade (Incomplete)
- Other: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Section: \_\_\_\_\_

Test Name, Number, or Form: \_\_\_\_\_

Test Open Date/Time: \_\_\_\_\_ Last Date/Time to Take Exam: \_\_\_\_\_

Instructor Last Name: \_\_\_\_\_ Instructor First Name: \_\_\_\_\_

Semester: \_\_\_\_\_

ADA Accommodation:

**Total Time Limit with accommodations:** \_\_\_\_\_ minutes

## Part 2. Testing Requirements

A. Testing Aids Approved for this test – Check all items that apply:

**Directions:** Instructors are responsible for listing test instructions. Only items checked will be allowed during testing.

- |  |   |
|--|---|
| <input type="checkbox"/> Open Notes  | <input type="checkbox"/> Calculator – ANY               |
| <input type="checkbox"/> Open Book   | <input type="checkbox"/> One Page of Notes (front/back) |
| <input type="checkbox"/> One Page of Notes (front only)  | <input type="checkbox"/> Scratch Paper                  |
| <input type="checkbox"/> Formula Sheet (instructor provided)   | <input type="checkbox"/> Formula Sheet (student copy)   |
| <input type="checkbox"/> Handout from instructor   | <input type="checkbox"/> Headphones (test has sound)    |
| <input type="checkbox"/> Dictionary  | <input type="checkbox"/> Thesaurus                      |
| <input type="checkbox"/> Scantron (provide w/ test)  | <input type="checkbox"/> Write on Test                  |
| <input type="checkbox"/> Calculator – specify approved type (i.e. basic, scientific, graphing, etc.) _____ |   |
| <input type="checkbox"/> Notecard: dimension _____   |   |
| <input type="checkbox"/> Other: _____  |   |

**NOTE:** All scratch paper, formula sheets, note cards, one page of notes permitted will be taken up at the end of the test to ensure test security.

If you marked yes to **allow scratch paper**, what should the Testing Center do with the student's scratch paper at test end?  Shred/destroy  Place in Instructor pick-up file

If you marked yes to **allow one page of notes, formula sheet, note card**, what should the Testing Center do with the student's items at test end?  Shred/destroy  Place in Instructor pick-up file

If you marked yes to **open book**, what books are allowed (list title below)? \_\_\_\_\_

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B. ADA Accommodations (Must be approved via Access Center)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Beverage/lid (BL)          | <input type="checkbox"/> Extended Time (XT) | <input type="checkbox"/> Reader (R)                      |
| <input type="checkbox"/> Break as Needed (BN)       | <input type="checkbox"/> Interpreter (ASL)  | <input type="checkbox"/> Screen Reader (SR)              |
| <input type="checkbox"/> Distraction Reduced (DRST) | <input type="checkbox"/> Magnifier (MAG)    | <input type="checkbox"/> Scribe (S)                      |
| <input type="checkbox"/> Enlarged Font (EF)         | <input type="checkbox"/> Merlin Machine (M) | <input type="checkbox"/> Use of Computer for Testing (C) |
| <input type="checkbox"/> Enlarged Test (ET)         | <input type="checkbox"/> Private Room (PR)  | <input type="checkbox"/> Other _____                     |

## Part 3. Additional Requirements for Online Tests

1. Password for Online Test and/or Additional Instructions

\_\_\_\_\_

2. Test domain (select one):

- D2L  Cengage  McGraw Hill  Pearson  Web Assign  Other \_\_\_\_\_

3. Is Lockdown Browser\* Required?  Yes  No

**If you use Lockdown Browser (D2L), please make sure to enable it in your course. This prevents students from opening other tabs while testing. Lockdown Browser is highly encouraged.**

**Instructor Contact Information needed only for first time drop-off only and/or new updates:**

Please submit contact information for Testing Center staff use only. The Testing Center will not share your personal phone numbers with anyone. This is for proctor use only.

Instructor Email: \_\_\_\_\_

Instructor Office Number: \_\_\_\_\_ Instructor Home Number: \_\_\_\_\_

Instructor Cell Number: \_\_\_\_\_

**Part 4. Important Information**

- Valid photo identification is required for all tests. Valid state issued ID, passport, and/or Nashville State School ID.
- Instructors – please submit tests to the Testing Center of the student's choice **at least 2 business days in advance of the test date.**
  - Nashville: [testing.center@nsc.edu](mailto:testing.center@nsc.edu) or (615) 353-3564.
  - Southeast: [southeasttestingcenter@nsc.edu](mailto:southeasttestingcenter@nsc.edu) or (615) 916-5854.
  - Clarksville: [clarksvilletestingcenter@nsc.edu](mailto:clarksvilletestingcenter@nsc.edu) or (931)472-3455.
  - Dickson: [dicksontestingcenter@nsc.edu](mailto:dicksontestingcenter@nsc.edu) or (615) 740-5998.
  - Humphreys County: [humphreyscountyttestingcenter@nsc.edu](mailto:humphreyscountyttestingcenter@nsc.edu) or (931) 296-1739.

**Note:**

- The Testing Center (Nashville Campus) does not deliver completed exams or scan/email completed exams. The test will be placed in the instructor pick-up file to be picked up by Instructor or Authorized Designee. Authorized designee must be a Nashville State employee in your division.

**List any authorized designee for test pick up.**

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**Testing Center Staff Use Only**

Incoming Exam - Date/Time Received: \_\_\_\_\_

Received by: \_\_\_\_\_ Removed Instructor Info: \_\_\_\_\_

Comments: \_\_\_\_\_

Day of Test – Date/Start Time: \_\_\_\_\_ Initial: \_\_\_\_\_

Day of Test – Date/Stop Time: \_\_\_\_\_ Initial: \_\_\_\_\_

Seat #: \_\_\_\_\_ Proctor Filed: \_\_\_\_\_ Comments: \_\_\_\_\_