

**Colorado Northwestern Community College**  
**Rangely Campus**  
**Learning Center Testing Cover Sheet**  
**(for students with *Documented Accommodation Plans* only)**

**Instructor:**

1. Please notify the Learning Center Coordinator 48 hours in advance of student testing need. ([ramona.smalec@cnc.edu](mailto:ramona.smalec@cnc.edu))
2. Please provide the following information.
3. Sign this cover sheet.
4. Staple this cover sheet to your exam.
5. Bring the exam to the Learning Center Coordinator.
6. Inform your student(s) that they must make an appointment with the Learning Center Coordinator at least 24 hours in advance of taking the test.
7. Pick up the exam from the Learning Center on or after your deadline.

Student Taking Test \_\_\_\_\_ ID# \_\_\_\_\_

Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

Test Deadline (please refer to accommodation plan) \_\_\_\_\_

**Circle the items that this student may use to take the test. If no items may be used, circle "None"**  
Textbook(s) with Title(s)

Calculator

Computer

Notes

Other (Please describe)

**None**

\_\_\_\_\_  
**Instructor**

\_\_\_\_\_  
**Date**

**Student:**

1. Show your picture ID.
2. Exam will be administered per instructor's requirements.
3. Cell phones, head phones, purses, backpacks and other similar items may not be accessible during the exam (unless allowed by instructor or items for accommodation).
4. After taking the exam, sign this cover sheet.
5. Submit exam to the Learning Center Coordinator, Ramona Smalec.

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**