## Filling Out The Online Blue Sheet – Instructor Edition

The test reservation form (or "blue sheet") has been made into an online form. This will help us keep track of test reservations, accommodations, instructors, etc. We will still accept physical blue sheets, but are transitioning to the online form.

For the purposes of these instructions, Steve Burns is the <u>student</u> and Kevin Beato is the <u>instructor</u>.

Steven Burns has submitted a Test Reservation Form and is awaiting your review. Please log into Next Gen Dynamic Forms to complete your section of the form.

If you do not approve, you have the ability to "reject" the form back to the student.

If you have any questions, please contact the Testing Center.

(716) 614-6728 or testingcenter@niagaracc.suny.edu

Click her to complete your section of the form.

When a student fills out their section of the reservation, they will enter your email address and you will be forwarded the form once completed. The Testing Center will also receive a notification that the form has been forwarded to the instructor. Click on the bottom link to complete your section of the form.

Here is what the student enters:

First Name:	Last Name:		Student ID#:
* Steve	*Burns		
Email Address:		Phone:	Today's Date:
*sburns@niagaracc.suny.edu		*(716) 614-6222	*9/23/2020
Instructor First Name:	Instructor Last Name:		
Kevin	*Beato		
Day of Test: *09/29/2020			
Please check academic adjustment	(s) approved/needed for	this test: (check all that apply	)
Extended Time (time and a half)		and toot. (chock an anat apply)	/
Extended Time (double time)			
Test Reader (Read & Write Gold	Software)		
Calculator = Basic			
Calculator = Scientific			
Calculator = Graphing			
Scribe			
Screen Enlargement (Magnificat	tion/ZoomText)		
Enlarged Print			
Computer for Typing			
Voice Recognition Software (Drate)	agon)		
Other			
I have read and understand the Test A <sup>∗</sup> ∉	ccommondation Procedur	res above and agree to them.	

The student's name, ID, email, and today's date are automatically input for the student. They enter the rest of the information, including the day of the test and their accommodations. Once they submit the form, that's when it gets forwarded to you.

## The instructor's section will look like this:

Instructor First Name:	Instructor Last Name:	Email Address:	
Kevin	*Beato	*kbeato@niagaracc.suny.edu	
Course Title: *			
Day of Test: Star	t Time of Test: * O AM		
	● PM		
Please verify the student Acade In-Class Time Allotted for Tes ITEMS ALLOWED FOR TES Scantron Scrap Paper Basic Calculator Scientific Calculator Graphing Calculator	mic Adjustments based on the Accomm t (minutes): "	odation Letter you have received.	
Scribe			
Formula Sheet Provided I	By Student		
Formula Sheet Provided I	By Instructor		
Computer			
Books/Notes			
Note to Testing Center (Optio	nal):		
Test Drop Off Arrangements		Test Pick Up Arrangements:	
Di Oli i		Diagon Calent	

Your name and email address are automatically entered into the form. Please fill out the rest of the necessary information:

- Course Title
- Day of test
- Start time of test
- In-class time allotted
- Items allowed (scantron, scrap paper, etc.)
- Drop off/pick up arrangements

Here is a sample of a finished instructor section. The test in question is for HIS 111 on 9/29/2020 at 10:00am. Students in class will receive 50 minutes to complete the test. It is a scantron test:

Instructor First Name:	Instructor Last Name:	Email Address:	
Kevin	*Beato	*kbeato@niagaracc.suny.edu	
Course Title: *HIS 111			
Day of Test: Star	rt Time of Test: *		
09/29/2020 *10:0	00 AM		
Please verify the student Acade In-Class Time Allotted for Tes	emic Adjustments based on the Accomm st (minutes): <sup>#</sup> 50	odation Letter you have received.	
ITEMS ALLOWED FOR TES	ST: (Please check all that apply)		
Scantron			
Scrap Paper			
Basic Calculator			
Scientific Calculator			
Graphing Calculator			
Scribe			
Formula Sheet Provided	By Student		
Formula Sheet Provided	By Instructor		
Computer			
BOOKS/NOLES			
Note to Testing Center (Optic	onal):		
		1	
Tost Drop Off Arrangements:		Tost Dick Up Arrangements:	
ISSERIOD OF A THUS TO THE	Instructor will bring test to the Testing Center (A 167)		

To drop off the test, you will be presented with three options:

- 1. Drop off the test You will deliver a physical copy of the test to the Testing Center in A-167.
- 2. Email the test You will email the Testing Center (<u>testingcenter@niagaracc.suny.edu</u>) a copy of the test as either Word or PDF.
- 3. Upload to this form You will be given a prompt to upload the test to the form directly underneath "Test Drop Off Arrangements."

\*If you do not want to deliver a physical copy of the test, emailing the test may be the best option if you are filling out the test reservation form before you have finished creating your test. If your test is completed, uploading the test may be the easiest way since you are already on the form and will not need to email us a test separately.

Reject the form This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.
To Steven Burns (sburns@niagaracc.suny.edu)
From Kevin Beato (kbeato@niagaracc.suny.edu)
Subject
Body
O Source  □ <
Characters (including HTML): 0
Reject this form Cancel and return to form

At the bottom of the screen you can either "reject" the test reservation or click "next." If you reject the form, you will be prompted with a screen to notify the student why the reservation is being rejected. This note is sent as an email to the student. Clicking "next" will prompt you for an electronic signature. Fill out the electronic signature form and click "sign electronically." This will notify the Testing Center that the form has been completed.

## **Electronic Signature**

Please read the <u>Disclosure / Consent</u> before you sign your form electronically.							
Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.							
To continue with the electronic signature process, please e signature.	nter your name and click the "Sign Electronically" button	to save your information and submit your electronic					
Kevin	Beato						
Kevin	Beato						
Previous Sign Electronically							
If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.							
Opt out and print							

You will be sent a receipt to your email. Please submit your test as soon as you are able to so we can make sure the test is ready when the student arrives.