# Completing Online Test Reservation Form (Blue Sheet) – Student Edition

## Overview:

The test reservation form (or "blue sheet") has been made into an online form. This will help us keep track of test reservations, accommodations, and help us contact your instructors as needed. We will still accept physical blue sheets, but are transitioning to the online form. Similar to the blue sheets, please fill this out at least three days in advance to ensure that your test is ready for your test date.

## Step 1: Access the Test Reservation Form:

Please access the Testing Reservation Form on the Accessibility Services webpage (https://www.niagaracc.suny.edu/accessibility-services/). Click the button to "schedule your test."

### Welcome to Accessibility Services

Accessibility Services staff work to assist all qualified students with disabilities at NCCC in the pursuit of their educational objectives. Our goal is to support and empower you in your quest to become your own self-advocate.

The mission of Accessibility Services at NCCC is to provide reasonable academic adjustments and related services to qualified students with disabilities in the most inclusive setting possible and to enhance student independence while promoting self-advocacy in accordance with Section 504 of the Rehabilitation Act and the American with Disabilities Amendments Act.

Accessibility Services is a National Voter Registration Act (NVRA) voter registration site. Please go to our voter registration page for more information or to register to vote.

To schedule an appointment or to request more information contact us by email at accessibility@niagaracc.suny.edu or by phone at: 716-614-6285.

**Questions?** Take a look at some frequently asked questions by students with disabilities.

**SCHEDULE YOUR TEST**

You will be prompted to log into your T-Wolves account if you are not already. Log in to your T-Wolves and continue on to Step 2.

## Step 2: Enter your Instructors Name and Email:

This screen is for filling out your **instructor's** name and email. This form is used to forward the test reservation form to your instructor. Please use your instructor's NCCC email address. All fields are required. Once the instructor's name and email are entered, click [continue] to go to the test reservation form.

Note: When you fill out the form once, it will save your instructor's email address so you do not have to look it up again.

Instructions

## Please enter your instructor's name and email address.

Form Participants

Instructor

First Name | Last Name | Email

This field is required. | This field is required. | This field is required.

# Step 3: Complete the Student Section:

Your first name, last name, student ID, email, and today's date will be automatically entered into the form. You will enter:

- Your phone number
- Your instructor's name
- Date of the test
- Your academic adjustments

*Check the box that states "I have read and understand the Test Accommodation Procedures above and agree to them."*

Below is a screen shot of what the form will look like. Once you finish the form, scroll down and click [next].

**Step 3:** The professor will e-mail, upload, or drop off the test **at least 5 business days** prior to the test date. (Please do not send tests via interoffice mail.)

**Step 4:** Student will arrive promptly to take test at the designated testing area at the time prearranged with the instructor. Students may only test at the prearranged time; tardiness will not be tolerated.

*Remember... it is your responsibility as a student to contact your instructors before the test to make these arrangements and to schedule a test time that allows you adequate time for your granted academic adjustment(s).*

## STUDENT SECTION

First Name:
*Kevin

Last Name:
*Beato

Student ID#:
*@

Email Address:
*kbeato@niagaracc.suny.edu

Phone:
*

Today's Date:
*9/23/2020

Instructor First Name:
*

Instructor Last Name:
*

Day of Test: *

Please check academic adjustment(s) approved/needed for this test: (check all that apply)
- ☐ Extended Time (time and a half)
- ☐ Extended Time (double time)
- ☐ Test Reader (Read & Write Gold Software)
- ☐ Calculator = Basic
- ☐ Calculator = Scientific
- ☐ Calculator = Graphing
- ☐ Scribe
- ☐ Screen Enlargement (Magnification/ZoomText)
- ☐ Enlarged Print
- ☐ Computer for Typing
- ☐ Voice Recognition Software (Dragon)
- ☐ Other

**I have read and understand the Test Accommodation Procedures above and agree to them.**
* ☐

# Step 4: Electronic Signature:

You will be prompted with an electronic signature. Fill out your name as it appears and click [sign electronically]. This will notify the Testing Center of your reservation and prompt your instructor to finish their part.  A screen shot of the screen is shown below:

## Electronic Signature

Please read the Disclosure / Consent 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 enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

**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

# Step 5: Receive a Receipt:

In your email you will be sent a receipt that will look like this. The accommodations that apply will be listed as "true":

Dear Kevin,

Thank you for your submission. The Testing Center will pass this information on to your instructor as indicated.

Please make sure the information below is correct.
Accommodations allowed display as "True":

| | |
|---|---|
| Extended Time (1.5x Time) | True |
| Extended Time (2x Time) | False |
| Test Reader (Read & Write Gold Software) | False |
| Basic Calculator | False |
| Scientific Calculator | False |
| Graphing Calculator | False |
| Scribe | False |
| Screen Enlargement (Magnification/ZoomText) | False |
| Enlarged Print | False |
| Computer For Typing | False |
| Voice Recognition Software (Dragon) | False |
| Other | False |

If you have any questions or concerns regarding your testing day/time, etc. please contact the Testing Center at 716-614-6728 or via email at testingcenter@niagaracc.suny.edu.

# Step 6: Completion by Instructor Receipt:

Once the instructor finishes their section, you will be notified that your test is all set by email. This will contain your instructor's name, test date, time of test, and any materials that are required for the test. Below is an example of this receipt.

Submitted by: Kevin Beato on 9/23/2020
Instructor: Steven Burns
Test Date: 09/24/2020
Time of Test: 9:00AM

In-Class Time Allotted for Test: 30.

Accommodations allowed display as "True":

| | |
|---|---|
| Scantron | True |
| Scrap Paper | False |
| Basic Calculator | False |
| Scientific Calculator | False |
| Graphing Calculator | False |
| Scribe | False |
| Formula Sheet Provided by Student | False |
| Formula Sheet Provided by Instructor | False |
| Computer | False |
| Dictionary | False |
| Books/Notes | False |

Click here to complete your section of the form.

## Questions:

If you have any questions please contact the Accessibility Services Office/Testing Center at (716) 614-6728 or by email at: testingcenter@niagaracc.suny.edu, Hours of operation are 8 am – 4pm Monday thru Friday.