

**Wytheville Community College
Instructor Transmittal Form**

The Testing Coordinator must receive test information and materials **at least FIVE working days** before the test will be available to students.

Instructor Name	
Instructor Email	
Instructor Phone Number	
Course ID (ex. BIO 101)	
Test ID (ex. Test 1, Midterm, etc.)	
Mode of Delivery (Place an X beside the appropriate method)	
<input type="checkbox"/> Hard Copy <input type="checkbox"/> Blackboard (specify password below) Password: _____ <input type="checkbox"/> Electronic Document (Ex. Word file)	
Supplemental Materials (Place an X beside the <i>approved</i> appropriate materials)	
<input type="checkbox"/> Scantron answer sheet <input type="checkbox"/> Scratch paper (provided by Testing Center) <input type="checkbox"/> Notes <input type="checkbox"/> Textbook <input type="checkbox"/> Calculator <input type="checkbox"/> Other (please specify)	
Is this test timed?	
<input type="checkbox"/> Yes (time limit) _____ hours <input type="checkbox"/> No	
Respondus Lockdown Browser Required?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Instructions	
Do not allow students access to the password	
Requested Approved Accommodations	
for: _____ (Student Name)	<input type="checkbox"/> 1 ½ time on test <input type="checkbox"/> Double Time on Test <input type="checkbox"/> Use of calculator <input type="checkbox"/> Use of spell checker or dictionary <input type="checkbox"/> Distraction Reduced Environment <input type="checkbox"/> Breaks during testing <input type="checkbox"/> Reader <input type="checkbox"/> Scribe <input type="checkbox"/> Enlarged test <input type="checkbox"/> Other: _____