

# 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 student and Kevin Beato is the instructor.

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](mailto: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:

## STUDENT SECTION

First Name: *Steve	Last Name: *Burns	Student ID#: [REDACTED]
Email Address: *sburns@niagaracc.suny.edu	Phone: *(716) 614-6222	Today's Date: *9/23/2020
Instructor First Name: *Kevin	Instructor Last Name: *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)
- 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.

\*

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 SECTION**

Instructor First Name:  Instructor Last Name:  Email Address:

Course Title:

Day of Test:  Start Time of Test:   AM  PM

**Please verify the student Academic Adjustments based on the Accommodation Letter you have received.**

In-Class Time Allotted for Test (minutes):

**ITEMS ALLOWED FOR TEST:** (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
- Dictionary
- Books/Notes

Note to Testing Center (Optional):

Test Drop Off Arrangements:  Test Pick Up Arrangements:

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:

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**INSTRUCTOR SECTION**

Instructor First Name:  Instructor Last Name:  Email Address:

Course Title:

Day of Test:  Start Time of Test:   AM  PM

**Please verify the student Academic Adjustments based on the Accommodation Letter you have received.**

In-Class Time Allotted for Test (minutes):

**ITEMS ALLOWED FOR TEST:** (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
- Dictionary
- Books/Notes

Note to Testing Center (Optional):

Test Drop Off Arrangements:  Test Pick Up Arrangements:

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 ([testingcenter@niagaracc.suny.edu](mailto:testingcenter@niagaracc.suny.edu)) 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.

