

BYU ELC: Test Reservation Sheet

	Teacher Name (Last, First)
	Level (XA,XB,XC,XP)
	Skill Area (L/S; G; R; W; V)
	Track (1 – 16)
	Number of students
	Test Date (M/D)

Paper Pencil	
Time:	
Room:	

Computerized	
	Open (Availability will depend on other test reservations; students sign up on web)
	Scheduled
Time:	
Rows:	
Passcode or N/A:	

Allowances	
	Note Paper & Pencil
Book(s):	
Other:	

- Test reservation sheet MUST be received before 5:00 pm on Tuesday prior to test
- Any necessary materials (i.e copied test forms bubble sheets; passcodes) must be submitted before 5:00 pm on Wednesday prior to the test.
- Test reservation sheet MUST include completed check in sheet (see back)
- Test should be scheduled online before test reservation sheet is submitted Please check for scheduling conflicts with other classes in the same track.
- Students must arrive no later than 10 minutes after test begins.
- Teachers will be responsible for administering any late tests.

I have read, understood and will comply with the above test policies.

Signature: _____

BYU ELC: Test Check-In Sheet

				Teacher Name (Last, First)			
	Date		Level		Skill Area		Track

Time/Open				Row/Room			
Passcode if applicable:							
Allowances Y/N:	Paper:		Book:		Other:		

Student Name (Last, First)	Checked In
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	