Instructions for tests distributed in the library:

Instructor: ____________________________  Class: ____________________________

Date to distribute the test in the library: _______________  Test start time is: ____________________________

If a class is taking a test, the class must take the test at the normal class time.
If the class is making up for a lost day, the instructor must assign the date and time for the test.
If an individual is taking a test, the date and time must be specified by the Instructor.

Students must show proper identification (SVCC photo ID or Driver’s license) BEFORE the library staff distributes the test.

Maximum amount of time for the test: ____________________________

Instructions for the test:

Student name will be on each test or list in table below:

<table>
<thead>
<tr>
<th>Instructions for the test</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
<th>6.</th>
<th>7.</th>
<th>8.</th>
<th>9.</th>
<th>10.</th>
<th>11.</th>
<th>12.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open book</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Open Notes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Calculator</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Fact Sheet</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>WWW/Computer</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Other instructions:

I will pick up my tests on: _______________  _______________  
Date  Signature

I want my tests returned to me in the campus mail. _____Yes _____No. I have an alternative plan: (Please state what that plan is):

Instructor’s, please remind your students of the library hours, to assure that students do not show up to take a test when the library is closed or closing. Library Hours: Monday – Thursday 8 am – 9 pm, Friday 8 am – 4:30 pm, Closed Saturday and Sunday.