

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:

| | Yes | No | | 1. | 7. |
|---------------------|-----|----|--|----|-----|
| Open book | | | | 2. | 8. |
| Open Notes | | | | 3. | 9. |
| Calculator | | | | 4. | 10. |
| 1 Fact Sheet | | | | 5. | 11. |
| WWW/Computer | | | | 6. | 12. |
| 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.