

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.*