

Academic Exam Directions Coversheet

Name of Student(s): _____

Instructor: _____

Course: _____

Test must be taken ___ by ___ on (date): _____ Test must be ___ completed ___ started by (time): _____

Test type: DSPTS ___ Non-DSPTS ___ Make-up Reason (only non-DSPTS) _____

Total Time Allowed (hours/minutes): _____ *Blank=untimed*

Visit website for current hours: www.napavalley.edu/student-services-and-resources/testing-center

Check which items students can use on the exam:

Scantron ___ Blue Book ___ Dictionary ___ Textbook(s) _____

Type _____

Computer ___ Scratch Paper ___ Thesaurus ___ Periodic Table ___ Spell Checker ___

Restrictions _____

Calculator ___ Lined Paper ___ Notes Allowed _____

Restrictions _____

Additional Instructions:

Preferred return method:

*College Mail ___ Pick-up ___ Student Hand Deliver ___ *College Email ___

*Exams will be returned 24-48 business hours upon completion

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