

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: DSPS _____ Make-up _____ Early Exam _____ Other _____

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

Visit website for current hours: www.napavalley.edu/testingandtutoringcenter

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 _____
Not available during finals

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