

EXAM POLICIES AND GUIDELINES

December 05, 2008

NOTES TO STUDENTS:

You should plan to arrive at least 15 minutes prior to exam start time. Once an exam has started, no disruptions are allowed. The exam starts at the scheduled time. If you arrive late, not only will you lose the time you were late on the exam but you may also be directed to a separate room to avoid disrupting the exam in progress. Late arrivers' exams will end at the scheduled time regardless of when you actually began working.

New:

- (1) The Code of conduct sheet has been eliminated from the exam. Please review the Code of Conduct in the Student Handbook (available online) before your first exam.
- (2) All students will be required to 'SIGN IN' to the exam room. The sign in sheet will be on the proctor table with your name already listed. It is mandatory that you sign in next to your name on this list prior to being seated. At the time you sign in, you can pick up your blue book (if you are writing) and scantrons/pencils (as required) and scrap paper and take it to your seat. Exams will be passed out separately.

Students are required to sit every other seat.

For closed book exams, absolutely nothing should be brought into the exam room other than something to write with. Scrap paper is provided in the room **ABSOLUTELY NO ITEMS ARE ALLOWED IN EXAMINATION ROOM OR ATRIUM (hallways)** during exams. Notebooks, exam notes, etc. may NOT be stored in the common areas or at the front of the exam room. Please use your lockers.

Know your anonymous number. It saves from long lines and delayed exam starting times. Number will be emailed again on Monday, December 07, 2008 so please check your email

Students are not allowed to leave the 2nd floor once the exam begins, but **MUST** after exam is finished.

During the examination period, the second floor must be free of lingering students.

Studying on the second floor or in ANY of the conference rooms is not allowed during examination period.

"EXAM IN PROGRESS" signs mean "DO NOT ENTER" No studying is allowed in any of the small conference rooms.

Cell phones are not allowed in the examination room.

Food or drink (except water) is not allowed in the examination room.

Students **MAY NOT** turn over the exam or write on the exam for any reason until the Proctor has told you to 'BEGIN'.

Students may not leave exam room during last 15 minutes of exam, regardless of whether proctor has called it. Calling 15 minutes and 5 minutes is a **COURTESY**. Students must be sensitive of those still working on their exams during last 15 minutes and refrain from any disruptive behavior such as packing up computer or other collection of materials in preparation to leave.

Examination documents are not allowed to leave exam room, this includes scrap paper. Students are asked to remain seated at the conclusion of the exam to allow for the proctor(s) to pick up all exam materials. When exam is concluded, please leave second floor quietly quickly and orderly – there are other exams in progress and we must be respectful of that.

LAPTOP EXAM PROCEDURE

Exam ID is Anonymous #

Arrive 15 minutes prior to the start time of the exam to have your software launched and at the "start" screen when the exam is ready to begin.

Student must click on drop down tab to select Course Name.

Student must click on drop down tab to select Faculty Name.

The exam software will automatically double space all exams. Do not double space while typing – the text will appear single-spaced, but it is not.

When exam is complete, before turning off computer, be certain you have seen the notice that will state that the exam was uploaded successfully.

If the computer freezes, do not panic, reboot your computer and quietly approach the proctor to request that the proctor code be entered so that you may continue with your exam. If you experience technical difficulties during the exam that cannot be resolved in this manner you will need to be prepared to continue your exam by writing in an exam book. The software saves a backup file every minute. At the conclusion of the exam we can work with you to retrieve the saved portion of your exam from your laptop and submit it with the written portion to the faculty member for grading.

If you finish your exam early (prior to the 15 minute rule), you may upload your exam, turn in exam documents to the proctor, and leave the exam room and the second floor. You may return when the exam is over for your computer. This will allow the students who are still working to do so without disruption.