

## EXAM POLICIES AND GUIDELINES

### NOTES TO STUDENTS:

- Come to the assigned exam room at least 20 minutes before the start of the exam. Once exam has started, no disruptions are allowed.
- Laptop users should arrive to the exam room no later than 20 minutes prior to the start of the exam to launch exam software.
- For closed book exams, store book bags, pocketbooks, blackberries, iPods, cell phones, Smart Watches etc., in lockers or cars. **ABSOLUTELY NO ITEMS ARE ALLOWED IN EXAMINATION ROOM OR ATRIUM (hallways).**
- Notebooks, exam notes, etc. are not allowed in the hallways or common areas of the 2<sup>nd</sup> floor.
- Know your anonymous number. This will be emailed to you by Student Finance and Records at the beginning of each semester. For those that are not 100% sure, the proctor will have a list and can provide your number but we prefer to avoid lines at the proctor table which can delay exam starts.
- Anonymous # should be written on the exams when instructed and on all examination books if you are handwriting your exam.
- Students are not allowed to leave the 2<sup>nd</sup> 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.

- Food or drink (except water) is not allowed in the examination room.
- Students may not leave exam room during last 15 minutes of exam. If you finish prior to the 15 minute announcement bring your exam, scrap paper, exam booklet(s) if writing to the proctor. If laptop user be sure you have successfully uploaded your exam and quietly gather your belongings, leave your exam and scrap with proctor and exit the 2<sup>nd</sup> floor.
- Examination documents are not allowed to leave exam room, this includes scrap paper. Proctor(s) will collect at conclusion of exam.
- When the exam proctor has announced that time is up you must stop writing or typing immediately. Please remain quietly in your seats until the proctor and staff has had the opportunity to gather all exam materials. At that point an announcement will be made that you may exit the exam room.
- 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.