Examination Procedures

The following procedures must be followed or you will receive a grade of zero on the examination.

1. There will be no cheating. No notes or other materials may be consulted during the exam. There will be no talking or sharing of information in any way, including texting or use of a cell phone.
2. You may not use a cell phone for a calculator nor may you use a calculator that will store text.
3. You must bring a photo identification card with you to the exam.
4. You must sit in your assigned seat.
5. Each exam is numbered. You must record the same examination number on your answer sheet. Your numbered examination and answer sheet must be accounted for before you may leave the examination room. When you have completed the examination, bring it and your answer sheet to the professor so they can be checked in.
6. If you have not completed the examination prior to the last five minutes of the examination time, you must remain quietly seated until the end of the examination. At the end of the examination period all of the remaining examinations and answer sheets will be collected and checked in. Unless you have checked in your examination prior to the last five minutes of the examination, you may not leave the examination room until all of the examinations and answer sheets are checked in.