

## GENERAL EXAM INSTRUCTIONS

These are the general exam instructions that govern in-class exams. Students are expected to follow these instructions. **Failure to follow these instructions may result in an Academic Integrity violation.**

**Note: Unless specified otherwise, Exam4 will be used for ALL in-class exams**

1. There should be at least one seat between you and your classmate.
2. Students are permitted one laptop computer for exam-taking purposes. No additional laptop computers, external monitors, external keyboards, external mice, or other electronic data storage/transmitting devices are allowed in an exam room. Devices enabling access to the internet are prohibited, including cell phones and “smart” watches.
3. Cell phones must be turned off, stored away from you, and may not be used during an exam under any circumstances.
4. No headphones or earbuds are permitted of any type; if noise minimization is sought, please use foam earplugs.
5. Do not put your name on any materials related to the exam. Use only your EXAMID for identification.
6. Students may leave the examination room to go to the restroom during the exam. You do not need to inform the proctor you are leaving but you may not take any materials from the examination room and you may not bring any materials when you return.
7. Students may bring food and drink to their exam.
8. If you are using Exam4 and there are multiple-choice or true/false questions on your exam, please circle the correct answer on the hard copy of the exam questions, as well as enter it in Exam4.
9. If you have any technical difficulties during the exam, please alert one of us. We will request a Tech Proctor to come assist you. Please note students will not receive additional time for technical issues.

10. If you believe there is a mistake or typo on your exam, state your assumption and continue working. If completing a multiple choice question, answer as best you can and contact the Dean of Students Office after submitting your exam.
11. When time is called, stop ALL typing and writing **IMMEDIATELY**. You must stop typing even if you are mid-sentence.
12. All exam question packets **must** be returned with your EXAMID Number in the top right-hand corner.
13. After you turn in your exam, please LEAVE the room QUICKLY and QUIETLY. Since other students may still be taking the exam, do not congregate outside the exam room.