



## EXAM POLICIES

(Updated: February 2025)

**Following is a list of exam taking policies that will be enforced by our Proctors. Violations to these policies will be referred to the Deans' Suite and Honor Board for investigation.**

- Unless an exam is “open book/notes,” **ALL** books, notes, bags, backpacks, and purses must be stored at the front of the classroom – No exceptions.
- Cell phones and other electronic devices are to be **powered off and stored** in student backpacks/bags and placed at the front of the classroom. *You may not have a phone in your possession during an exam.*
- Multiple laptops, tablets, and/or electronic devices are **NOT** permitted during an exam.
- No headsets, ear buds, Air Pods, etc. Only standard, foam ear plugs are permitted.
- External monitors, keyboards, mice, and electronic peripheral devices are prohibited, unless approved in advance with a documented accommodation.
- Students may use their personal timing device (watch, clock, timer), so long as it does not make noise during or at the conclusion of an exam. The device must not have a programmable memory where notes can be stored. **Smart watches are prohibited.**
- Laptops are to remain closed during the multiple-choice part of an exam. *The only exception is during a combined exam when the multiple choice and essay sections are distributed in one exam packet.*
- Technical support will **NOT** be provided during examinations. Please ask the proctor for a Blue Book(s) if you experience a computer malfunction during an exam.
- A ten (10) minute warning is the only warning that will be given by the Proctor.
- Blue Books and **colored** scratch paper can be requested from the Proctor. All blue books and scratch paper (used and unused) must be collected and attached or included in the exam envelope with the exam materials at the conclusion of ***each part*** of an exam. **Failure to return all exam materials to the proctor is an Honor Code violation.**
- With the exception of an open book/note exam, students may not use any notes/paper, other than the colored paper included in the essay exam envelope or as requested from the proctor.

- Students cannot begin writing on the question set, envelope, or scratch paper before an exam starts, nor continue writing or typing after they are notified that the time has expired. These are considered **Honor Code violations**.
- If an exam has two parts (i.e. multiple choice and essay), students are not permitted to access or review notes or course related materials during the transition to the second part of the exam. ***Reviewing notes/materials during the administration of an exam is considered an honor code violation.***
- All exam materials must be turned into the proctor at the end of each exam part. This includes the multiple-choice question set, Scantron form, essay questions, essay exam envelope, scratch paper, and any blue books. ***Failure to return all exam materials to the proctor is an honor code violation.***