

STUDENT EXAM PROCEDURES 2011-12

Please keep this sheet for reference.

You will be held accountable for complying with all exam regulations.

Failure to abide by ALL regulations is considered an honor violation.

The self-scheduled exam system is dependent upon the work of student volunteers. **Sign-ups for exam volunteers** will be held at lunch and dinner the last week of classes. Every student is asked to volunteer!

Mandatory Exam Honor Assemblies

The self-scheduled exam system is dependent on **students' strict adherence to the Exam Honor Pledge**. *All regularly enrolled students must attend one of the two Exam Honor Assemblies. The assemblies are held in Smith Auditorium November 30, 2011 at 12:40 pm and December 5, 2011 at 7:00 pm.* (There will be no Honor Assemblies in the spring. Instead students will be required to view a video of the fall Honor Assembly. Only students not enrolled during Fall Semester are required to watch a video of the Fall Exam Honor Assembly during the Spring Semester.) **Community students are exempt from the Honor Assemblies.** See the Student Handbook for more information about the Exam Honor Assemblies.

Exam Schedule

- Most exams are self-scheduled. For self-scheduled exams, students may choose from the following exam periods, each of which is three hours in length. Note there is no Friday evening or Saturday afternoon exam period.

	December	April/May			
Monday	12	30	9 am	2 pm	No exam
Tuesday	13	1	9 am	2 pm	7 pm
Wednesday	14	2	9 am	2 pm	No exam
Thursday	15	3	9 am	2 pm	7 pm
Friday	16	4	9 am	2 pm	no exam

- All exams end at 5 pm on Friday.
- The date, time, and location of **scheduled exams** will be posted on the Registrar's Office website.
- Students who do not take the final exam in a course will receive a zero on the exam and risk receiving a failing grade in the course.
- If a personal emergency (your own serious illness, or grave illness or death in your immediate family) during the final examination period may prevent you from completing your examinations, you must contact Dean Wallace immediately to discuss the possibility of petitioning for an Incomplete. If any other problems or questions arise, contact the Registrar's Office at 947-8143 from off-campus. From on-campus, dial ext. 8143.

Exam Procedures

- Self-scheduled exams are to be picked up in Main Hall to the right of the Dean of Students Office within these periods each day:
8:45-9:10am for 9am exams
1:45-2:10pm for 2pm exams
6:45-7:10pm for 7pm exams
- In order to pick up an exam, you must present a **green card** to the exam distributor. Green Cards will be placed in your student mailbox. Each student will receive 4 Green Cards. If you need more than 4 Green Cards, there will be a box in the student mailroom with extras. *The green card you hand to the exam distributor must be filled out completely except for the room number and your initials.*
- **You are only allowed to bring writing instruments, keys, tissues, and a beverage with you when you pick up your exam.** Do not bring any blue books or any other kind of paper or study materials. All study materials **MUST** be left in your residence hall room, your car, or outside of DOS in the Main Hall corridor. **The only exception:** If your exam is on the List of Special Materials Exams, you may also bring the materials that are indicated on the list for your exam. The list of special materials exams will be posted on the Registrar's Office web site.
- **You may not bring cell phones, pagers, or other electronic devices into any exam room.** Standard scientific/business calculators are permitted only if listed on the Special Materials List. If you need a point of contact for an emergency, please contact Dean of Students.
- If you wish to smoke during the time you are taking an exam you may take your cigarettes and a lighter with you, and may leave the exam room to smoke in an approved area. If you choose to do so, please leave your exam in the exam room while you are away.

- International Students are permitted to use a paper bilingual dictionary between English and their native language on exams for classes except for those posted on the Registrar's Office web site as not allowing paper bilingual dictionaries. Students using paper bilingual dictionaries must take their exams in a Special Materials exam room, even if the course is not on the Special Materials list.
- If you need a **blue book** for your exam, you may pick up one or more at the blue book distribution table **after** you have picked up your exam. The blue book distribution table will be near the exam distribution tables.
- **Go directly to your exam room.** An exam must be taken in an appropriate exam room: Special-Material Exams in special-material exam rooms and other self-scheduled exams in "regular" rooms

EXAM ROOMS for Self-Scheduled Exams
(Other rooms may NOT be used. All rooms are Non-Smoking rooms.)

Regular	Leggett 532	Main 12	Martin 323*
	Psych 101, 303	Smith 300, 409	Thoresen 205
Special Materials	Leggett 535	Martin 225, 415, 509*	Psych 102
	Smith 401	Thoresen 206	

*It is advisable to bring a watch to the Martin exam rooms as the bell is hard to hear in Martin.

The Exam

- You may open the exam envelope as soon as the bell rings to signal the beginning of the exam period.
- If there is a problem with your exam, place the exam in the envelope and carry it to the Registrar's Office immediately.
- You may not seek out a professor to ask any questions during an examination.
- You **MUST** stop working on the exam immediately when the bell rings to signal the end of the exam period.
- **YOU MUST SEAL THE EXAM ENVELOPE AND SIGN THE HONOR PLEDGE ON THE FRONT OF THE ENVELOPE BEFORE LEAVING THE EXAM ROOM.**

HONOR PLEDGE

I pledge that I have neither given nor received unauthorized aid during this examination and that I have brought no unauthorized materials into this exam room. I also pledge that I will not discuss the content, form, or degree of difficulty of this examination except with persons whom I know have already taken the examination and except in circumstances which cannot result in communication of information about the examination to anyone yet to take the examination.

Signature

**THIS EXAM WILL BE CONSIDERED INVALID UNLESS IT IS
SIGNED AND SEALED PRIOR TO LEAVING THE EXAM ROOM.**

- Return your signed and sealed exam envelope and blue books you did not use to the Office of the Registrar no later than 10 minutes after the bell rings to signal the end of the exam period. Go immediately from the exam room to the Registrar's Office. Retrieve your green card from one of the exam volunteers sitting outside the Registrar's Office.
 - ✓ On your green card fill in the number of the room where you took the examination and write your initials. (It is advisable to jot down the building/room number where you took your exam as you leave the exam room so you will be sure to write the correct information on your green card.)
 - ✓ Submit the completed green card and your exam envelope to the exam volunteer inside the Registrar's Office.

Be considerate when you are walking near exam rooms.
GOOD LUCK ON EXAMS!