

# (Mathematics) Exam/Quiz Policy

The following rules must be followed during all quizzes and exams. In certain instances, your instructor may relax some of these rules. However, unless your instructor explicitly announces the changes to these rules (i.e., the more lax rule or rules) at the start of the exam or quiz, you must assume that all of the following rules still apply. If a variation to this policy is announced only those rules that are explicitly mentioned are changed; all other rules continue to apply.

- Visit the restroom before the exam/quiz starts. If you leave while the exam/quiz is still underway your exam/quiz will not be given back to you upon your return.
- Do not be late for the exam/quiz. No additional time will be given to late comers.
- Silence (or turn off) any mobile phone on your person and put it away. Do not get your phone out during the quiz or exam. If your mobile phone is not properly “put away” (e.g., if it is found on your desk or in your lap) during a quiz or exam, you may be given a score of “0” on that quiz or exam.
- No mobile phone, graphing calculator, iPod, laptop, or other information storage devices are permitted on exams or quizzes. Use of such devices in class is considered cheating. Remove all ear buds and similar devices (unless you have previously been cleared by your instructor to wear a hearing aid).
- No food or drinks are permitted during the exam/quiz.
- Sharpen pencils before class, not during the exam/quiz. Be sure to bring a spare, as well.
- Print your name on your exam/quiz and initial each sheet of the exam.
- The TI-30Xa is the only calculator that is allowed on quizzes and exams. Sharing calculators is not permitted. Remove the slide cover from your calculator and put it away before the exam/quiz begins. Allow the proctor to see your calculator when requested.
- No personal scrap paper or notes are permitted on the exam/quiz. All work must be done on the exam/quiz that was given to you.
- Do not ask questions during the exam/quiz.
- Keep your eyes on your paper. Keep your work covered. Read the University’s Conduct “Academic Integrity” policy regarding cheating and misconduct.
- Show all of your work for each problem and simplify answers completely. Check your answers carefully before submitting your exam/quiz. Problems involving units must have the units represented in the answer to receive full credit.
- Leave the room quietly after completing the exam. Do not chat in the area just outside the classroom door. Move your conversation down the hall.