

# Testing Etiquette

The following testing guidelines are used to decrease unnecessary distractions and to promote an accurate measurement of individual learning:

1. All personal belongings will be placed at the front of the room before the exam is administered.
2. Only sharpened pencils and the test materials are permitted on the desk. If a calculator is required, we will provide one.
3. No baseball caps, other hats, hooded sweaters/sweatshirts, or sunglasses are allowed.
4. Cell phones and smart watches must be turned off and left at the front of the room during examinations. A grade of zero (0) may be given to any student talking or texting during an examination.
5. The instructor may make any other arrangements they deem prudent to maintain test security, such as change seating assignments.
6. Taking/copying/photographing exam questions or answers are prohibited, both during the exam and during the review period. All "scrap paper" must be returned to instructor at end of test.
7. Any student suspected of cheating (exchanging body gestures, vocal responses, exchanging exams with classmates, using external resources) during the exam may receive an automatic grade of zero for the exam and may face further consequences.
8. Students are to remain silent at all times during the exam. If there is a question during the exam students must raise their hand and wait to be acknowledged by the proctor to address their concerns.
9. Additional time to complete the exam will not be given for late arrivals.
10. Upon completion of the exam students must return all testing forms and answer sheets for grading and then silently leave the room.
11. Students may return to the room after the last student has completed the exam or at a designated time decided by the instructor.