DRAFT FINAL PARAMETERS 10/15/21

Duration: 180 minutes

Textbook: Use of any physical books and/or ebooks is allowed.

Materials: Use of any printed and/or electronic materials (such as PDFs) is allowed, including any handwritten notes.

Internet Resources: Use of the Blackboard course site is allowed, including access to all assignment submissions, though not for communication. Students may have their assignments open as Word documents. No other internet resources are allowed.

Software: Use of additional software is allowed except software that allows communication.

Calculator: Use of a standard handheld and/or desktop calculator is allowed. Online calculators are not permitted.

Scratch Paper: Use of 3 pieces of blank scratch paper is allowed.

Students will be receiving the list of exam parameters the Friday before the exam window (Friday, October 15th).

All proctored exams follow these additional rules:

ü  *Alone in room* – if someone might enter the room like a child or roommate please let your proctor know this beforehand. They will most likely ask you to pan the room to make sure the person is no longer in the room.

ü  *Clear Desk and work area* – this includes any written material regardless if it’s for class or not. If the exam allows printed materials student will show those to the proctor and will be allowed to keep them on their desk.

ü  *Computer connected to a power source*

ü  *No phones or headphones* – please keep your cell phone or home phone in the same room. If the proctor is not able to reach you they will call your phone.

ü  *No dual monitors* – if you have dual monitors you will need to unplug one of them and move it away from your workspace.

ü  *No leaving your seat* – if you have to use the restroom or adjust anything in the room please let your proctor know. The proctor will make a note of it and may ask you to pan the room with your webcam.

ü  *No talking*

ü  *Webcam, speakers, and microphone must remain on throughout the test* – this is so the proctor can see you and also contact you if need be.

ü  *The proctor must be able to see you for the duration of the test* – If a proctor asks you to adjust your webcam please know they are trying to make sure the exam is appropriately monitored so they may periodically remind you to adjust your webcam.