

Rules for submitting exams and quizzes:

If you have a printer, you may print the file (they will be available as both a PDF and a Microsoft Word .doc or .docx file) and take the quiz or exam on the printed document. If not, you may take the quiz or exam on WHITE, 8 ½ by 11-inch paper (either ruled or blank is OK). 8 ½ by 11 is the size of ordinary copy paper. Please, do not use other sizes of paper. Put the question numbers (if any) and your name at the top of each page. Show work where relevant, such as for code walk-throughs. For the code walk-through questions, draw output lines and the output, do not re-write the code. Do not use ink: use a dark pencil (#2/HB or darker) and make sure I can read it. Erase mistakes. If you write in small characters, write large enough that I can read it without a magnifying glass. If you have poor handwriting, print. If your eraser smudges, get a better eraser. **If you use a tablet computer (e.g., an iPad) do not use a stylus (iPad pen) to take the exam on the screen: I can't print the changed PDF.** Write only on the front of each page. Leave a 1-inch margin on all sides of the page. Make sure your quiz or exam is readable. If it is grey, faint or blurry, I will have trouble reading it.

If you have a scanner, scan your finished exam as a single PDF. If you don't have a scanner, use your cell phone to take photos of the quiz or exam pages and an app to convert the photos into a single PDF. To find an app for this, I suggest you search for "cell phone photo to pdf app free download" or similar. Get an app that lets you put multiple photos into a single PDF, and which does not put a banner across the pages. Arrange the pages in numeric order and make sure all page images are oriented correctly. Make sure you take the picture from directly overhead, fill the screen with the image, and have adequate light. If your exam is blurry, fix it before submitting it. Do not submit multiple PDFs. Unless I specify otherwise, you do not need to rewrite the questions, just write the question numbers and your answers. **I will grade only the first submission I receive.**

Unless otherwise specified, please limit yourself to 30 minutes for quizzes, limit yourself to one and a half hours for the midterm(s), and limit yourself to two and a half hours for the final exam. Unless explicitly specified, quizzes and exams are **closed books, closed notes**, and you may NOT use a calculator, computer, text, notes, homework, examples from class or my Web site, or any other resource except or outside of your brain. You may use an electronic device ONLY to see the quiz or exam if you can't print it.

- collaborate with other students
- use a textbook, Internet source or notes
- consult a tutor
- consult other faculty members
- seek help from any individual beyond yourself

ALL WORK SUBMITTED MUST BE YOUR OWN.

Academic dishonesty (including copying the work of others) will result in a grade of zero on the quiz or exam.

Pledge of Academic Integrity:

I pledge that all work submitted for quizzes and exams is my own. I understand that claiming the work of others as my own will result in a grade of 0 for the quiz or exam.

Signature:  _____ Date: Jan 20, 2022 _____

Printed name: Lisa Lehrman

Last 4 digits of W-number: 5899

own paper, copy the pledge (in bold above); sign, date and print your name; then send me that as a PDF.