

## Exam Rules

The following is a list of the general exam rules in which the faculty members and students must abide to:

- 1) Name and Date: All students must write their name and date on the examination question sheets and all other sheets used. An exam sheet missing a name will not be marked.
- 2) Paper-based Exams: The students should handwrite their solutions on the sheets given by the instructor or type their exams using a computer if required by the exam. Scantron sheets for multiple choice exams and scratch paper are provided.
- 3) Computers: Students who are required to use the lab computers or their laptop computer to take exams will be required to:
  - a) Arrive ten minutes prior to the start of the examination for early set up to ensure no last minute surprises. The college does not assume responsibility for the security of laptops.
  - b) Computers may not be used for access to class notes or outlines during an examination unless permission is given and mentioned on the exam paper.
- 4) Closed Book Exams: Only exam related materials such as the exam question sheet, writing utensils, and blank scratch papers are allowed at the desk during an examination. All other belongings must be kept away from the desk. This information of the exam mode must be shown on the exam paper.
- 5) Open Book Exams: If an exam is an open book one then the students may bring their book and printed copies of notes but may not access those materials from their computers unless advised by the course instructor. This information of the exam mode must be shown on the exam paper.
- 6) Exam Question Sheets: Students must return their exam questions with their answers at the end of the exam. The instructor may refuse to grade an exam that does not have the exam questions included.
- 7) Cheating and Plagiarism: Students who commit plagiarism or who are caught cheating on examinations or papers will automatically fail the course. Documentation of such disciplinary actions will remain in the student's file.
- 8) Start Time: Students are not permitted to look at the exam sheet and start solving the questions until instructed to begin the exam. Otherwise, this is considered cheating.
- 9) End Time: All students must stop writing when the instructor announces that the examination time is over. Otherwise, this is considered cheating.
- 10) Talking and Sharing Information: Students are not permitted to talk or share information with another student during an examination. Otherwise, this is considered cheating.
- 11) Cell Phones: Cell phones must be turned off during an examination.
- 12) Leaving the Examination Room: Students who need to leave the examination room during an exam must submit their exam sheets and leave quietly.