

## **In-Person Exam Logistics and Rules**

For classes taught by Michael Shindler that include in-person exams

Non-final exams will be held during class hours. The final exam will be held at the time set by the registrar. If there are multiple sections of the class, you may only take an exam during the section in which you are enrolled unless you have prior authorization. Such authorization will only be granted when circumstances beyond the student's control warrant it.

All exams are expected to be individual effort. Students are not permitted to use notes, medically unnecessary electronics of any form, including but not limited to smart watches, or bring textbooks to the exam. On exam days, once students enter the classroom, they may not leave until explicitly dismissed by the instructor. Students for whom this presents a medical problem should consult the instructor *as soon as possible* and no later than one week before the exam. Students who are given permission to leave the room must submit their exam to do so.

Students are required to bring a legible photo ID issued by either the university or a government: examples include your UCI ID, a state driver's license or ID, or a passport. The ID must be legible and include your name as it appears on the roster as well as a picture. If this will not be possible, you must contact your instructor as soon as you know.

Unless otherwise stated in writing, each exam is a closed book, closed notes, and is to be individual effort. Once course staff begin passing out exams, you may not communicate with anyone other than proctors for any reason, nor may you have electronics, including calculators, smart watches, and phones, available to you during the test for any reason.

Prior to the exam, students may write *only* on the cover of the exam, and are encouraged to fill in their name, UCINetID, and student ID number. Students may not open the exam prior to the instructor giving explicit permission to do so.

Once the exam has begun, you may write on the paper provided. The packet will have clearly labeled spaces for answers. Only responses in those areas will be graded, although other parts of the exam may be used for scratch work. The response areas are such that you can open the packet like a book, with the left-hand side having the questions and the right-hand side is for responses.

Students who arrive more than ten minutes after the start of the exam are not guaranteed to be permitted to sit for the exam and may instead be treated as a missed exam. If they are seated for the exam, the professor reserves the right to re-assign their seat. Students who are permitted to sit the exam after arriving late are subject to the same end-of-exam time as their classmates; there is not an extension granted.

During the exam, you may ask questions of proctors by raising your hand and waiting for them to arrive at your desk to answer. Proctors will only answer questions that clarify what is being asked. If you would prefer, if you believe a question is ambiguous, you may choose to write at least two reasonable interpretations and indicate clearly which one you will be using. Then answer your question with that assumption. Unless your interpretation makes the problem much more trivial than intended, we will grade your response as if one of the proctors had made that clarification.

Write your UCI email address at the top of each answer page in the space provided. There may be a small amount of credit for doing this. You may not do this until the exam has begun (as you may not open the exam packet until it has begun). Doing this helps us if an exam packet gets separated. If we give credit for doing this, we will do so by selecting one of the pages (prior to exam administration) and checking to see if you wrote your ID number on that page's space. This will be the same page number for each student and will be chosen prior to the exam.

Please write dark enough for the scanner to read your work. If you tend to write lightly with a pencil, please consider using a dark-ink pen. For exams after the first, if you do not write dark enough for the grader to read your work after it is scanned, they may treat it as a non-response.

Students may elect to leave the exam room after finishing their exam, provided at least 15 minutes remain. After that time has passed, all students with an exam are expected to remain seated in the exam room until after exams are collected and the professor has excused them. Students who leave their seat after the "remain seated" directive has been announced, and prior to being excused, may be subjected to a grade penalty for the exam, up to a zero on the exam.

Students will be assigned seating and must take the exam in that seat and they must take the exam that has been assigned to that seat. Proctors other than the professor are not authorized to offer exemptions to this, please do not ask. Students may not open the exam booklet until explicitly told to do so by the instructor. When given the instruction to cease writing, students must *immediately* cease writing and close their exam booklet. It is prohibited to write any further at that point, including finishing one's current sentence. Opening the exam before being authorized to do so or continuing to write after the instruction to cease has been called constitutes academic dishonesty and may subject the student to a grade penalty, up to and including an F *in the course*.

Exams in the course are solely for students enrolled in the lecture section in which they are given. Anyone not enrolled in this lecture may not take an exam. Attempting to do so may be interpreted as deliberate academic dishonesty.

Failure to abide by these exam rules, or directions given by course staff during the exam, may result in disciplinary action, including but not limited to a failing grade in the class.

If there is a campus directive in effect requiring the use of facial coverings, students must be in compliance with said directive during the exam. Failure to do so shall be treated as disruptive

behavior during the exam. As of the writing of this document, the text of the directive is available at <https://ehs.uci.edu/public-health/covid-19/pdf/face-covering-guidance.pdf>

If there *is not* an indoor mask mandate, students will have *the option* to elect to be seated in a mask-required section. This option must be taken when requesting seating prior to the exam; seats on the day-of will not be moved on this basis, and requests to do so will be rejected, regardless of the reasoning behind them. If a student elects to be seated in that section and is so seated, wearing a facial covering **properly** (including covering the nose *and* mouth at all times) is required. If a student who elected to sit in that section does so and *is not* wearing a facial covering properly, the student will be asked to submit their exam and leave the room. For purposes of this rule, a face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, gaiter, or a single layer of fabric. Students not seated in this section have the option to not wear a facial covering.

## Document History

Created to reflect common policies in effect on various syllabi and practices in anticipation of Fall 2021. Specified rules for multiple class sections and clarified the electronics rule in anticipation of Winter 2022. At this time, we also added pre-exam instructions and the directions about late arrivals. The rules about leaving an exam before the end have been updated as well, along with clarification about the penalty for opening an exam before instructed to do so or unauthorized taking of an exam. In anticipation of Spring 2022, the existence of a mask-optional section, and rules for it, have been added