














exam rules

APPLICABLE FOR ALL OF MY SINGLE-INSTRUCTOR COURSES UNLESS EXPLICITLY SPECIFIED OTHERWISE

For students:

-  Please be in the classroom *assigned to your student ID*, with your ID card visible on your desk.
-  You may take the exam only if you are late no more than half an hour after the start of the exam.
-  You may leave the exam room any time after the first half hour until the end of the exam.
-  You must read and sign the cover page of the exam. By doing so, you agree to comply with all conditions stated therein.
-  You may only use your pen, pencil, and eraser. All other materials — including notes, calculators, phones, other electronic devices, and textbooks — are strictly prohibited.
-  Please do not write on the formula sheet: they are to be used again in future exams, and writing on them will require reprinting, resulting in unnecessary paper waste.

For proctors:

-  Please read the **for students** section above to know the relevant rules for the students.
-  You are provided *Exam Attendance Record*: please check student ID's of each student and get their signature. If a student's ID number is missing from the record, allow them to take the exam, and add their ID and signature at the end/back of the exam attendance record.
-  The students are to be provided *the exam, formula sheet* (prepared by the instructor), and *extra empty sheets* for their own calculations.
-  Please do not answer any physics, typography, or language questions of the students: please instead contact me if needed so that I can visit the classroom to answer the question(s).
-  Please do not collect any extra sheet on which the student has done calculations: everything to be graded is in the exam alone!
-  Please collect all the exams and all the formula-sheets, and pile them separately.
-  Please use common practices and your own judgment for cases not explicitly covered in this document, such as bathroom-breaks, announcement of time-left, incident reporting, and such.