

IN CLASS EXAMS

Use this checklist to help you visualize what is expected of you for in-class exams

SET UP THE ENVIRONMENT

- Arrive to your classroom 15 minutes early for midterms and quizzes and 30 minutes early for finals
- Be sure you have completed a mock exam before each exam you take. This will confirm there is no issue with your machine that would cause an issue during the exam on your end.
- All non-permitted testing material should be in your backpack at the front of the room 10 minutes before your exam begins.
- Pick up an Attendance Slip at the front of the room. This confirms your presence in the exam room, your AGID, as well as your oath to adhere to the Academic Integrity Policy and the Code of Conduct. Your completed slip will be swapped with your exam packet prior to the start of the exam. No Attendance Slip=No exam.
- Turn off your cell phone and leave it in your backpack. Do NOT put it on vibrate. If your backpacks rings/vibrates it will be left outside of the exam room by the proctor. A staff member will come put it up as they are able
- No aromatic foods, colognes or perfumes are permitted. Water bottles and light quiet snacks are permitted.
- Your proctor will start reading 5-7 minutes before your exam start time. Make sure you have entered the password on the white board and are waiting at the “stop sign warning” in Exemplify. Your proctor will instruct you when to click the “begin exam” box.



DURING THE EXAM

- If you run into a technical issue during the exam, raise your hand and alert the proctor. He/she will hand you a bluebook, and alert tech support to come to the room. DO NOT WORRY. Exemplify saves files every 60 seconds. Just focus on continuing your response. Staff will combine the typed and handwritten portions of your exam and give it to your faculty member along with an Incident Report documenting the technical issue.
- Please feel free to use the restroom but sign out/in on the sheets by the door. Failure to sign out/in when leaving the exam room, taking materials outside the exam room, or consulting restricted material during the exam will result in a zero and you will be reported to the Associate Dean and Dean of Students for further action.
- If you believe there is an error on your exam, simply identify the number in question (anywhere on your response), state your assumption and answer the question accordingly.
- Scratch paper, earplugs and blue books are available at the front of the room after the start of the exam. You are not to furnish any exam materials yourself unless explicitly instructed by the professor.

POST EXAM

- Your proctor will call a 5 and 1 minute warning based on the clock in the exam room. At the close of the exam, you will be instructed to close out the exam and upload while in the exam room.
- Bring all your testing materials to the front of the room to the proctor with the exam cover sheet facing out with your 4-digit AGID facing out.
- Confirm on your computer that you have reached the green confirmation screen in Exemplify. This confirms your answer file upload.
- You have completed your exam. Congratulations!