**Procedure for taking an exam** - “Testing Policy: For every quiz or test, students are permitted to only have a writing implement and if needed a plain calculator at their desk. If necessary, plain scratch paper would be provided by the instructor. Additional equipment is permitted at the discretion of the instructor. Students may be asked to present a valid photo ID”

Testing procedures may include assigned seating. There are to be no smart watches, no cell phones, no hats, hooded sweatshirts, or items in student pockets. Student must be in room at the start of the exam, no entry into the room after the exam has begun and if student leaves the room for any reason, the test will be collected/submitted as done.

All scratch paper must be submitted to the instructor/proctor at the completion of the exam.

Approved by Full Faculty 5/10/2012
Full Faculty revision and approval: 5/7/2018