

Rules for proctored in-person exams

- Arrive early for your exam. Bring your laptop to which ExamSoft has been installed and updated. Don't forget your power cord. All exams must be typed in ExamSoft.
- Water in a clear bottle is permitted in the exam room. Otherwise please leave food and drink outside.
- Do not bring books, outlines, notes, or any other materials to the exam unless the professor has made an exception to the closed book format. Such exceptions are noted on the exam cover sheet and posted in advance on the registrar's exam webpage.
- Other than your laptop, do not bring any electronic devices into the exam room. This includes cell phones and smart watches. If you truly have no other option for securely stowing your phone, you must check it with the proctor (turned off).
- Backpacks or handbags must be stowed at the front of the room. Do not stow your cell phones in your bag.
- Follow proctor's instructions for beginning and ending the exam.

- If you need to leave the room, sign out at the proctor's desk and cross off your name upon returning. One at a time, please. Do not take any exam materials with you.
- No conversation is allowed during the examination. If you have a question, you may submit it in writing to the proctor.
- You must turn in any exam pages and scrap paper before you leave the exam room. Don't take any pages from the exam with you.
- Proctors are not authorized to give extra time to late arrivals. If you are late due to an emergency report to the Registrar's Office rather than the exam room.
- Do not write any personal identifying information on your exam or in the answer you submit. Do not communicate with faculty members about any individual issues affecting the schedule or conditions of your exam.