

MATH 15300-15400
College Algebra & Trigonometry
Exam/Quiz Policy

- Do not be late for the exam/quiz. No additional time will be given to late comers.
- **SILENCE (or turn off)** any mobile phone before entering the classroom and put it away. No texting during class. Do not get your phone out during class. **IMPORTANT: If you are found with a mobile phone out during class, the quiz or exam score on that day will be an automatic score of “0”.**
- **Your mobile phone and all other student-owned technical devices (SOTD) must be placed either in a purse or in a bookbag or in a garment pocket. Do not simply put your device on your lap or between or beneath your legs or place it on the floor. YOU MUST PUT ALL SOTD IN A PURSE, BAG, OR POCKET. Any SOTD brought out during a quiz or exam will be an automatic score of “0”. SOTD’s include, but are not limited to, cell-phones, smartphones, headsets, tablets, PDAs, digital watches, and smartwatches. Use of SOTD in class is considered cheating.**
- Class notes are to be taken with pencil and paper. No SOTDs can be used for note taking, this includes tablets and laptops.
- Visit restroom before the exam starts. If you leave the classroom at any time during the exam, you will not be given your exam back.
- No food or drinks are permitted during the exam/quiz.
- Sharpen pencils before class, not during the exam/quiz.
- Put your name on the front and back of your exam/quiz.
- Remove the slide cover from your TI-30Xa scientific calculator and put it away. Only the TI-30Xa calculator is allowed on quizzes and exams. Bring your TI-30Xa scientific calculator to every class. Sharing calculators is not permitted on quizzes and exams.
- No questions during the exam/quiz.
- Keep your eyes on your paper. Keep your work covered. Read the University’s Code of Conduct regarding cheating and misconduct. The Code can be found at: studentcode.iu.edu.
- Remove (or turn around) any hat with a bill, for example, ball caps.
- No scrap paper or notes are permitted. All work must be done on the exam/quiz.
- Show all your work for each problem and simplify answers completely. Check your answers carefully before submitting your exam/quiz. Problems involving units must have the units represented on the answer to receive full credit.
- Leave the room quietly after completing the exam. Do not chat outside the classroom door. Move your conversation down the hall.