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. **If you are found with a mobile phone out during a quiz or exam, you will receive a “0” on that quiz or exam.**
- No mobile phone, tablet, graphing calculator, iPod, laptop, or other information storage devices are permitted on exams/quizzes. Use of such devices in class is considered cheating.
- Your mobile phone and all other electronic devices (except for your TI-30Xa calculator) must be placed either in a purse or in a bag or in a coat or pants pocket. Do not simply put it on your lap or between or beneath your legs or place it on the floor. You must put it in a purse, bag or pocket. A phone out during an exam/quiz is considered cheating.
- Visit restroom before the exam starts. If you leave 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 (http://life.iupui.edu/conduct/).
- 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.