

Academic Integrity Procedures For In-Class Examinations

Students are prohibited from possessing personal electronic devices during in-class examinations. Personal electronic devices include, but are not limited to, personal computers, personal digital assistants (PDAs), cell phones, pagers, personal audio players (e.g., iPods), electronic dictionaries, and electronic calculators. Students may not bring these items into the classroom on examination days. Students will be asked at the beginning of the examination period to submit to the instructor for safe keeping any such electronic device prior to the examination being distributed. The device will be returned to the student when the examination is submitted to the instructor. **ANY STUDENT POSSESSING SUCH A DEVICE DURING AN IN-CLASS EXAMINATION WILL BE PRESUMED TO BE USING OR TO INTEND TO USE THE DEVICE FOR THE PURPOSE OF CHEATING.** The student's examination will be confiscated and a grade of zero (0) recorded for the assignment.

All in-class examinations are closed-book, closed-note examinations. Any use of notes or texts during an in-class examination is strictly prohibited.

Students shall store all personal items beneath their desks prior to distribution of the examination and retrieve those items only upon submission of the examination to the instructor.

Students shall not seek assistance from or offer assistance to other students while the examination is in progress.

A student may leave the classroom only when s/he has completed the examination and submitted it to the instructor. A student who leaves the classroom for any reason, e.g., to use the restroom, will not be allowed to return to the classroom and resume work on the examination. The examination grade will be based upon the work completed prior to the student leaving the classroom.

Students are required to write their answers to examination questions **only** on the answer sheet provided by the instructor.

All examination items, e.g., answer sheets **and** question sheets, must be turned in to the instructor. Failure to do so will result in a grade of zero (0) for the examination.

No student will be allowed to take an in-class examination unless s/he has signed a statement agreeing to abide by these procedures.

Any exception to these procedures shall be at the sole and final discretion of the instructor.

I have received, read, and agree to abide by these procedures to ensure academic integrity during in-class examinations.

STUDENT SIGNATURE:

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