CHE 325: Exam Protocols

1. Students must take the exam in the room to which they are assigned.

2. Backpacks, books, coats, hats, etc. (anything other than a writing instrument or two) must be brought to the front of the room prior taking a seat.

3. Please sit every other seat, every other row.

4. No cell phones, calculators, iPODs, or other electronic or communication devices are allowed. These items must be turned off and put away if you bring them to the exam room.

5. Do not begin until instructed to do so.

6. You are required to do your own work. You may not consult with others, use any books, notes, or outside materials during the exam.

7. You may not use molecular models.

8. The exam should be taken in blue or black ink. Do not use red. If you use pencil on any part of the exam (even if traced over in ink), your exam will not be regraded.

9. If you have a question, please raise your hand. A proctor will come to you.

10. Be prepared to show a photo id when you turn in your exam.