



# ONLINE EXAMS

## A Checklist for Students

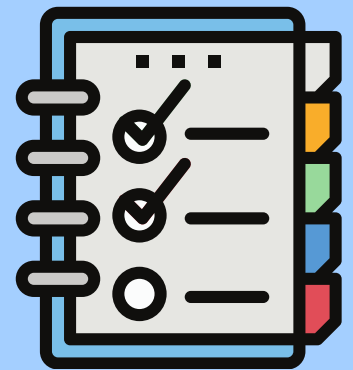
### At Least One Day BEFORE Exam:

- Have I read the Online Exam Rules?
- Have I read the exam instructions?
- Do I have my laptop? Do the camera and microphone work?
- Is my internet connection stable?
- Do I know my Canvas and MyAC password?
- Is my student ID photo on MyAC?



### JUST BEFORE Exam:

- Am I in a room, by myself, where I won't be disturbed?
- Is my laptop fully charged and plugged in?
- Did I log in on time (8:45am/11:45am/2:45pm/5:45pm)?
- Am I fully visible as per my instructor's requirements?
- Have I had a quick bathroom break?
- (Open book exams only)** Notes and/or textbook at hand?



### DURING the exam, I will:

- Mute myself.
- Do my own work.
- Use only instructor approved materials.
- Only ask my instructor/invigilator if I have a question, and not communicate with anyone else.
- Focus on the exam and not appear to be cheating.
- Not copy directly from my textbooks, PowerPoints, materials, etc. or copy from other online sources.
- Cite any paraphrased or summarized information.
- Check the chat messages on Zoom for any communication from the invigilators.





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**By participating in my exam, I agree:**

- To adhere to all Alexander College Exam Rules.
- To be honest in my conduct before, during and after the exam.
- To be recorded on Zoom for invigilation purposes.
- To not copy, share or distribute any part of the exam in any way, including taking pictures or posting questions on social media/online.
- To immediately rectify my behavior if I have been warned by an invigilator to stop.
- To not get help from online tutoring services.
- To not hire someone else to write my exams.



**Failure to adhere to the Exam Rules will result in an Academic Alert, which carries serious consequences of suspension or expulsion from Alexander College.**

