



In Person Exams

A Checklist for Students

At Least One Day BEFORE the Exam:

- Studied?
- Have I read the exam instructions?
- Have all necessary supplies? (eg. Pen, pencil, eraser etc.)
- Have an Alexander College student ID?



Just BEFORE the Exam:

- Placed all possessions (cell phones, watches, coats etc.) at the front of the room?
- Arrived 15 minutes early? – No entry after 30 minutes!
- Cell phone off?
- Bathroom break? (No bathroom breaks allowed during the exam. If you leave the room, your exam is over)
- Open book exams only – Notes and/or textbook at hand?



DURING the exam, I will:

- Do my own work
- Use only instructor approved materials
- Not use my cell phone
- Not share calculators
- Only ask my instructor or invigilator if I have a question
- Not talk or communicate with anyone else in any way
- Focus on the exam and not appear to be cheating
- Have only writing supplies, a student ID card, and a beverage at my desk
- Not leave the exam room for the first 30 minutes
- Cite paraphrased or summarized information

