

BEFORE THE EXAM

1. Use the restroom before you arrive on test days.
2. Take a bubble sheet to your seat.
3. Silence all devices (phones, tablets, watches, etc.).
4. If your calculator has a lid, remove it and put it away out of sight.
5. If you don't have a calculator, get out a photo ID.
 - You can borrow my calculator from my desk by leaving the ID. Use it for one question, then return it to my desk and reclaim your ID. You can use it again later after other students have had an opportunity to use it.

DURING THE EXAM

1. Answer the shortest/easiest questions first.
2. Use pencil only!
3. Write on the test.
4. You are NOT allowed to leave the room during the exam.
5. If you need extra space, write "see back of bubble sheet", then continue on the back of your bubble sheet.
6. Circle your multiple choice answers on your test as you go, and bubble all answers on your bubble sheet at the end of the exam. Keep your bubbled answers hidden from others at all times.
7. Raise your hand for two reasons only:
 - If you believe there is an error on the exam; while I investigate, move on to another question.
 - If you do not understand what a question is asking; but keep in mind I cannot and will not help you solve problems.

BEFORE YOU TURN IN YOUR EXAM

Do your bubble sheet answers match those from your test?

Did you read/reread all instructions for all problems?

Did you check/double check all answers for all questions?