In-Person Exam Logistics and Rules
For classes taught by Michael Shindler that include in-person exams

Non-final exams will be held during class hours. The final exam will be held at the time set by the registrar. If there are multiple sections of the class, you may only take an exam during the section in which you are enrolled unless you have prior express written authorization from the professor teaching the class. Such authorization will only be granted when circumstances beyond the student's control warrant it. For students without such authorization, being in the lecture hall in which the exam they are not taking is being offered will be treated as academic dishonesty.

All exams are expected to be individual effort. Students are not permitted to use notes, medically unnecessary electronics of any form, including but not limited to smart watches, or bring textbooks to the exam. On exam days, once students enter the classroom, they may not leave until explicitly dismissed by the instructor. Students for whom this presents a medical problem should consult the instructor as soon as possible and no later than one week before the exam. Students who are given permission to leave the room must submit their exam to do so.

Students are required to bring a UCI-issued ID. If this will not be possible, you must email your instructor as soon as you know with an explanation for why this will not be possible. Students who do not provide a UCI-issued ID to a proctor upon request may be subject to a grade penalty, including but not limited to a zero on the exam.

Unless otherwise stated in writing, each exam is a closed book, closed notes, and is to be individual effort. Once course staff begin passing out exams, you may not communicate with anyone other than proctors for any reason, nor may you have electronics, including calculators, smart watches, and phones, available to you during the test for any reason. You also may not wear a hat during the exam.

Students may not write on nor open the exam prior to the instructor giving explicit permission to do so. A violation of this rule may result in a grade or time penalty for the offender(s).

Once the exam has begun, you may write on the paper provided. The packet will have clearly labeled spaces for answers. Only responses in those areas will be graded, although other parts of the exam may be used for scratch work. The response areas are such that you can open the packet like a book, with the left-hand side having the questions and the right-hand side is for responses.

Students who arrive more than ten minutes after the start of the lecture period are not guaranteed to be permitted to sit for the exam and may instead be treated as an unexcused missed exam. If they are seated for the exam, the professor reserves the right to re-assign their seat. Students who are permitted to sit the exam after arriving late are subject to the same end-of-exam time as their classmates; there is not an extension granted.
During the exam, you may ask questions of proctors by raising your hand and waiting for them to arrive at your desk to answer. Students whose seating makes travel to their desk disruptive to classmates may find that proctors will refuse to answer their questions. Proctors will only answer questions that clarify what is being asked. If you would prefer, if you believe a question is ambiguous, you may choose to write at least two reasonable interpretations and indicate clearly which one you will be using. Then answer your question with that assumption. Unless your interpretation makes the problem much more trivial than intended, we will grade your response as if one of the proctors had made that clarification.

Please write dark enough for the scanner to read your work. If you tend to write lightly with a pencil, please consider using a dark-ink pen. For exams after the first, if you do not write dark enough for the grader to read your work after it is scanned, they may treat it as a non-response.

All students are expected to remain seated in the exam room until after exams are collected and the professor has excused them. Students who leave their seat prior to being excused may be subjected to a grade penalty for the exam, up to a zero on the exam. There is an exception for the final exam, where students are permitted to leave early by submitting their exam, but not within the first 15 or final 15 minutes of the testing period.

Students will be assigned seating and must take the exam in that seat and they must take the exam that has been assigned to that seat. Proctors other than the professor are not authorized to offer exemptions to this; please do not ask. Students may not open the exam booklet until explicitly told to do so by the instructor.

When given the instruction to cease writing, students must immediately cease writing, close their exam booklet, and place their writing instruments on their table. It is prohibited to write any further at that point, including finishing one’s current sentence. Students may not leave their seat or use electronics after the test until the instructor explicitly excuses them.

Opening the exam before being authorized to do so or continuing to write after the instruction to cease has been called constitutes academic dishonesty and may subject the student to a grade penalty, up to and including an F in the course.

Exams in the course are solely for students enrolled in the lecture section in which they are given. Anyone not enrolled in this lecture may not take an exam. Attempting to do so will be interpreted as deliberate academic dishonesty.

Failure to abide by these exam rules, or directions given by course staff during the exam, may result in disciplinary action, including but not limited to a failing grade in the class.

If there is a campus directive in effect requiring the use of facial coverings, students must be in compliance with said directive during the exam. Failure to do so shall be treated as disruptive behavior during the exam. As of the writing of this document, the text of the directive is available at https://ehs.uci.edu/public-health/covid-19/_pdf/face-covering-guidance.pdf
**Missed Exam Policy:** If you need to miss an exam for any reason, and this is for reasons the instructor accepts, then we may reconsider how to calculate your grade. For reasons the student could have known about in advance, it is expected that the student contacts the instructor as soon as possible after the conflict is known. If the conflict could have been known before the exam, the instructor will not provide any relief if informed after the exam unless it would have been unreasonable to do so prior to the exam. If you need to miss an exam, or if you do miss an exam, you must email the instructor as soon as possible upon knowing this.

*This is especially important for students who might be exposed to illness, especially Covid. If you are sick, especially if you might be contagious, please let your instructor know. Please do not risk your health or that of your classmates to take an exam. I view a student coming to an exam while a reasonable person in their position would believe themselves to be contagious for a sickness to be disruptive behavior, and this will be treated as such.*

**Document History**

Created to reflect common policies in effect on various syllabi and practices in anticipation of Fall 2021. Specified rules for multiple class sections and clarified the electronics rule in anticipation of Winter 2022. At this time, we also added pre-exam instructions and the directions about late arrivals. The rules about leaving an exam before the end have been updated as well, along with clarification about the penalty for opening an exam before instructed to do so or unauthorized taking of an exam. In anticipation of Spring 2022, the existence of a mask-optional section, and rules for it, have been added. In anticipation of Fall 2022, the section about taking exams in one’s enrolled section has been expanded. The rules for facial coverings during an exam have been clarified. The penalty for starting prior to permission to do so being given is made clear. The missed exam policy has been added to this document. In anticipation of Winter 2023, the section about allowable identification has been condensed; a rule encouraging students who tend to ask questions to declare such has been added; the option for a masks-required section has been removed. The rule about leaving exams early has been changed to permit this only for the final exam. Exams now have identifying information pre-written, thus eliminating the need for writing before the exam or the point(s) for identifying on each answer page.