

## Distance Education Exam Guidelines

### STUDENT ONLINE MATH EXAM GUIDELINES

1. You will have two proctored math exams during the semester, midterm and final. Distance Education math exam sessions are scheduled in two-hour increments, beginning at the specific scheduled times referred to in your course site. Several exam sessions have been scheduled for you to choose from. You may attend the session of your choice.

NOTICE: *You must arrive before the start time for each chosen exam session.* If you arrive more than 5 minutes late you will be denied access due to the disruption it causes other students. If later exam times are available you may return and take the exam during one of these sessions.

If you arrive after the start of a session but before the 5-minute cutoff, you will be allowed to take the exam but will only have the time remaining for that exam session. *If you miss all scheduled exam sessions you will be denied the opportunity to complete the exam; contact your instructor for further direction.*

2. You must show a Photo ID before receiving an exam. If you do not have your ID, you will not be allowed to take the exam.

3. FINAL EXAM ONLY – Be sure to bring your login credentials for CourseCompass (MyMathLab). You will be signing into campus computers and login information stored on your personal computer will not be available on the campus computers.

4. You are expected to do your own work on exams.

Any student in violation will fail the exam and may be withdrawn from the class.

5. Calculators that are capable of performing symbolic algebra such as the TI-89 and TI-92 are not allowed.

6. Portable devices such as iPads, that have internet access capabilities, are prohibited from the testing area.

7. No beepers or cellular phones will be allowed in the exam room. However, exceptions may be made for

emergencies. Please notify the proctor at the start of the exam session.

8. You will not be allowed to leave the room until the exam is completed. If you leave the room for any reason during the

exam, the exam will be terminated and you must contact your instructor for further instructions.

9. All course related materials must be removed from the table before beginning the exam.

You will not be allowed to share class materials. The proctor will provide scratch paper if needed.

10. Exams are closed book, no exam study guides.

MAT 121 – 151: One (3x5) Note card allowed on Final exam only.

MAT 160 & Higher: One (3x5) Note card allowed on each proctored exam.