Summer CHE 321/322 Exam Taking Procedures

1. What to bring to each exam
   a. A photo ID card (preferably your SBU ID card) must be brought to the exam.
   b. Pencils
   c. One 5" x 8" card with your name, ID number and any other information you believe will be useful will be allowed at the exam. The card must be handwritten. No Xerox copies allowed.
   d. Molecular models are allowed during all of the exams.

2. Before exam begins
   a. Enter the room and choose a seat with an exam. Place all textbooks, electronic devices, extra sheets of paper, notebooks into your bag and underneath your chair (or underneath the chair next to you).
   b. Enter the room and choose a seat with an exam. Do not move the exam to another chair and do not open the exam until instructed to begin. However, you can and should fill in the answer sheet with the personal information requested.
      i. Write and bubble in your 9-digit SBU ID number (bring your SBU ID card)
      ii. Write and sign your name in the space provided

3. During exam
   a. No calculators will be necessary or allowed during the exam.
   b. Absolutely no cell phones or related electronic devices will be tolerated.
   c. Bathroom breaks will be allowed, except during the beginning and end of each exam (exact time will be determined by staff). You must sign-out and sign-in if you leave the room. You must also turn in your cell phone or any other type of electronic device with internet access, as they are not allowed to be on your person if you leave the exam room.

4. End of exam
   a. When the exam ends and time is called, promptly put your pencil/pen down and wait for a staff member to come by and take your scantron and 5" x 8" card.
b. If you finish your exam before the allotted time, you may go to the front of the room and submit your scantron and 5'' x 8'' card to a staff member. Please do so as quietly as possible as others will still be taking their exam. Also, wait until a staff member announces that it is ok to leave (usually 20 minutes before the end of an exam).

5. Lateness

a. If you arrive 30 minutes after the scheduled start time, you will not be allowed to take the exam, and it will be considered a missed exam.

b. If you arrive late to an exam, but within 30 minutes of the scheduled start time, you will not be given extra time. Your exam will end at the scheduled end time.

6. Common exam issues and consequences

a. We reserve the right to move you to a different designated seat, if we observe any suspicious activity involving academic dishonesty.

b. Make sure you transfer your answers onto your scantron before the end of the exam. **You will not be granted extra time because you failed to transfer your results onto your scantron.**

c. If you continue to write at the end of the exam, that is considered academic dishonesty. It will result in a 5-point penalty and/or a report to the Academic Judiciary.

d. If you refuse to let a staff member take your scantron when he/she arrives to your seat, then we will not accept your exam afterwards.