Exam Policies

**Rationale:** Late arrival to exams impacts (1) students taking exams and (2) exams scheduled later in the day. Late arrival may also impact fulfillment of your professionalism competency.

**Arrive on time!** If you are more than 15 minutes late, then the exam coordinator will note your late arrival and will need permission from the course director to administer your exam.

If you arrive after a student has completed and exited the exam, then the exam coordinator will need permission from the course director to administer your exam.

**Late arrival means lost time!** If you are more than 15 minutes late, you will not have the full time available to complete your exam.

**Before exam**
- Bathroom
- Backpacks, handbags, smart watches, and phones in lockers
- Beverages in leak-proof containers (Starbucks lid not sufficient)
- Ear plugs (non-electronic only)

**Bring to exam**
- Computer and power supply

**Starting exam**
- No talking once you enter the testing venue
- Start your exam as soon as you are seated
  
  **Close all applications before launching lock-down browser**
- Write your name on the scratch sheet before starting exam
  - But, do not write notes on the scratch before starting exam

**During exam**
- Write questions to course director on scratch sheet
- Suspected cheating behavior is reported to the course director and college administration

**When exam and review are complete**
- Raise your hand and remain in your seat
- Show computer desktop to proctor
- Give your scratch sheet to proctor
- Leave exam area quietly

**Technical issues?**
- Send email to Tim Garren (tgarren@ufl.edu) preferably before the day of the exam to allow time to address the technical issue.