

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.