

## Important Exam Day Procedures

Arrival -Be on time! After 15 minutes you will be considered a "no show".

Late Arrival means Lost Time. You will not have all the time available to complete the examination. - You end when everyone ends.

*So late that some students have finished the exam? Then permission from the Course Director is necessary for entrance.*

*Late arrival impacts students in the testing center/Learning Studio, and exams scheduled for later times. It also impacts your professionalism.*

### Bring to the exam

Computer & Power Supply

### Before the Exam

1. Bathroom
2. Backpacks, handbags, smart watches, and phones in lockers
3. Beverages in leak-proof containers (Starbucks lid not sufficient)
4. Ear plugs (non-electronic only)
5. No Talking once you enter the testing venue
6. DO NOT WRITE on the scratch paper before starting the exam

**Close All Application before launching lock down browser**

Start your exam as soon as you sit down

### During the Exam

Suspect behavior & Cheating = reported to Course Dir. & College Admin

### When Exam is done:

1. Raise your hand and stay in your seat
2. Show Computer Desktop to Proctor
3. Give to Proctor your Scratch Sheet with your name on it
4. Leave exam area quietly

Technical issue? Send email to Tim Garren ([TGARREN@ufl.edu](mailto:TGARREN@ufl.edu)) preferably before the day of the exam so that we can accommodate you.