Rules / Regulations

Qualifying Exam

To ensure that professors do not know the identity of exam takers, all students are assigned an alphabetic code to protect their identity. Each exam is labeled with the corresponding alphabetic code.

Rules of Exam

1. Absolutely no talking to anyone during the exam, except the proctor.

2. No books, notes, calculators, or electronic devices of any kind. (No headphones allowed.) Backpacks should be left on the stage or on floor next to exam seat.

3. All cell phones should be turned off during exam. In case of an emergency, people can call either 263-3054 or 263-3051 to leave a message. You will then be contacted.

4. Exam will be distributed at 10:00am. Exam finishes at 4:00pm. Additional minutes beyond 4:00pm will be added to compensate for the time it takes to distribute the exam. Do not start exam until proctor says to do so.

5. Only paper supplied at the exam may be used for answers. Use a dark pencil or pen for your answers. If you use a mechanical pencil, you will need to darken your answers. Answers need to be dark enough to be photocopied. Answers too light will not copy and will not be graded. Write legibly as unreadable answers will not be graded.

6. Start each problem on a new sheet of paper. Write answers only on one side of paper. Only one side of paper will be copied and, therefore, answers written on the other side will not be graded.

7. Make sure all the pages of exam are correctly numbered and have the alphabetic code written on each sheet. Paperclip all exam answer sheets together upon submitting exam. No effort will be made trying to find a ‘missing page’.

8. Please leave at least a ½ inch (1.27cm) margin around the entire page. Anything written too close to the paper edge will not be copied.

9. If you have a question about the exam, inform the proctor. A professor will come to exam room to answer your questions.

10. Breaks are allowed during the exam. However, only one student can go at a time. Students request a break from the proctor and the proctor will accompany student.

11. Bring with you any food/ beverages that you’d like to have during the exam, as you will not be allowed to leave the exam room to get or heat them.

12. At least one proctor is required to be in the room at all times. Therefore, students’ breaks are only allowed within the vicinity of the exam room and for a short period of time.