

Morning of Exam:

- Be in your assigned seat 15 minutes prior to the exam/quiz starting.
- Clear all material from desk, including name tag.
- Bring both your Ethernet cord and computer power cord to the exam/quiz.
- Make sure all programs/applications/documents/etc., are closed before opening eMedley.
- Backpacks are not allowed in the Tech building during exam/quiz.
- The password will not be provided until the proctors have indicated that all desktops are cleared.
- Green sheets, pen and eraser can be picked up at the front of the classroom after all materials are cleared.
- You may begin the exam/quiz once the password has been revealed.
- A password will be revealed for each block.
- If problems occur at any time before or during an exam/quiz, notify the proctor and leave the exam area. IT support and Exam Center personnel will be outside the classroom in the lobby.

When you are finished with each Block:

- You are allowed a 10 minute break. Do not loiter in the lobby. Personal snacks may be placed on table for your access.

Beginning of each block:

- Return to the classroom and begin Block 2 . The password will be displayed at the front of the classroom at approximately 15 minutes after Block 1 is started.
- Upon completing Block 2, collect your belongings and show your computer screen to the proctor.
- Allow the proctor to verify that the upload has completed
- You may not re-enter the classroom until the last student has completed the exam/quiz.
- Talking in the foyer must be kept to a minimum until all students have completed the exam/quiz.

Other:

- No handheld calculators are permitted. Students should use the calculator available through ExamN if needed.
- Talking must be kept to a minimum prior to the beginning of the exam/quiz.
- No content questions are to be asked once the exam/quiz has begun.
- No bathroom breaks are permitted until each block has been completed.
- If you have a loaner computer to use during exam/quiz, check to make sure your offline password is working.

ALL exam rules and the Student Honor Code are in effect. Especially note the following:

- Apart from your WVSOM-distributed laptop computer, NO electronic devices, including CELL PHONES and MP3 players, watches, are allowed in the classroom or lobby. It is recommended that you leave all material in your car until the exam/quiz has been completed.
- Hooded sweatshirts must have the hoods down. No billed hats are permitted.
- Do NOT discuss the exam/quiz with ANY student until after the entire class has completed the exam/quiz.
- You are expected to report any unprofessional or suspicious behavior regarding the exam/quiz.

Announcements:

Proctor announcements in most cases will be indicated on the white board rather than verbally in order to minimize interruptions during the exam/quiz. **Remember to look at the white board and to keep track of the time during the exam.**

Good Luck!