

# HONOR CODE EXAM GUIDELINES

**Note:** This is a guideline and does not supersede the Honor Code or specific instructions by your professor. All procedures are governed by the Honor Code.

## **I. Before and After an Exam**

### Do

- Determine if your professors will answer questions during the exam period
- Before discussing an Exam with another student, ask the student if they have taken the Exam
- If the student has NOT taken the exam, feel free to discuss the topics and study together
- Determine whether your professor allows you to use shared outlines or commercial outlines on Open Book exams
- If you have any problems with taking your exams during the exam period, such as death or serious illness in the family, contact Dean Baris, (314) 977-3675, in Student Services
- Report any Honor Code violation to Dean Baris upon becoming aware of the violation

### Don't

- Before you have taken an exam, do NOT discuss the exam with a student who has taken the exam. This includes asking how the exam went or whether it was difficult
  - The honor code prohibits giving, soliciting, or willfully receiving information regarding an examination to or from any person or source during the exam period, unless specifically authorized to do so by a faculty member. Honor Code 2-1(2).
- After you have taken the exam, do NOT talk about the Exam to anyone, even if they have taken the exam, until after the exam period has ended
- In order to preserve anonymity, do NOT inform the professor about information regarding your exam status
  - Ex. Do not tell the professor if an illness or death in the family will prevent you from taking the exam on time
  - Ex. Do not tell the professor whether you have/have not already taken the exam

## **II. Picking Up an Exam**

### Do

- Bring a photo ID
- Arrive 60 to **30 minutes** before the exam period begins
- Go directly to your exam room after you pick up an exam
- Use the Atrium Entrance for Exam pick-up to aid in line formation

### Don't

- Do NOT open the exam packet until told to do so by the proctor

- Do NOT leave the building at any time with your exam; do NOT wander around the school

### **III. In the Exam Room**

#### **Do**

- Turn OFF your cell phone
- Put all study materials, backpacks, and bags to the side of the room if you have a closed book exam
- Begin the Security Check on your Laptop at the first convenient moment before you break the seal on the exam. (The information for starting the security check will be on the label for the exam packet.)
- Do Sign Out if you are leaving the exam room for any reason
- After the exam, turn in all materials including the exam, any Scantron sheets, the computer instructions, and all scratch paper including any paper you did not use
- Report any questionable behavior or cheating to the proctor at the first feasible point before leaving the exam to ensure proper investigation
- Keep your copy of the exam receipt until you receive a grade in the class

#### **Don't**

- Do NOT break the exam seal on your packet until told to do so by a proctor
- Do NOT talk about the Exam to anyone, even if they have taken the exam, until after the exam period has ended
- Do NOT take materials out of the exam room
- Do NOT leave headphones on during the exam
- Do NOT begin writing, including on scratch paper, until the proctor starts the exam
- Do NOT continue writing after time has been called

#### **Other Places to Look for Guidance**

\*Honor Code: 2009-10 Student Handbook PDF (Chapter 5)

\*Exam Rules and Procedures: Emailed to all students

\*Any Exam Instructions provided by your Professor

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