

Computer Science Department

Testing Etiquette

The Department of Computer Science provides testing services to Computer Science students in their testing room, SE 407 T.

Please read the procedures and rules below then sign & date.

1. The student's phone and smartwatch must be placed in their backpack and their backpack be placed under the CS admin's desk before the exam is provided. If there is no backpack, then the items can be placed in the admin's desk drawer or cabinet.
2. Items allowed in the exam room: Pens or pencils are needed to complete the exam. A sheet of notes if the professor has approved of them prior to the exam.
3. The exam will be administered in SE 407 T and will not leave the room.
4. The door will be closed with a sign on the front advising a test is in progress.
5. During the exam, the proctor (usually the CS admin) will periodically check the room and student for the integrity of the test taking by looking through the window between the admin's desk and the testing room.
6. When the student has completed the exam, they will leave the exam on the desk inside SE 407 T and exit the room.
7. The proctor will retrieve and return the student's backpack and/or other items.
8. Cheating or copying or taking an exam out of the testing room are serious student conduct violations. Walking out of the department offices with an exam is considered theft. Distribution and live streaming exams are more serious with hefty fines.

Signing below is an acknowledgement of the above rules and procedures.

Printed Name: _____

Signature: _____

UVID: _____ Date: _____