PROCEDURE FOR SELF-SCHEDULING OF EXAMINATIONS
SPRING SEMESTER 2017

I. PROCEDURE FOR EXAM SCHEDULING

A. Each student decides, at her discretion, which exam to take during any one of the scheduled exam times.

B. An exam may be picked up at the designated room within the following times each exam day:
   8:50 - 9:00 A.M. for the 9:00 A.M. exam
   1:20 - 1:30 P.M. for the 1:30 P.M. exam

UNDER NO CIRCUMSTANCES MAY AN EXAM BE PICKED UP AFTER THE SPECIFIED TIME.

C. YOU MUST SIGN OUT THE EXAM on the sheet next to the stack from which you take the exam. Look for the exam envelope with YOUR NAME on it.

Exams will begin promptly at 9:00 A.M. and 1:30 P.M., and end promptly at 12:00 A.M. and 4:30 P.M.

D. All exams must be returned to the place of distribution by 12:05 A.M. and 4:35 P.M.
   You must initial the sign-out sheet with the time you returned the exam.

E. If you forget to take an exam, or intentionally decide not to take a required exam, you will receive an automatic “F”. It will be the student’s responsibility to take any specifically assigned exam at the proper time.

II. SPECIAL INSTRUCTIONS AND EXCEPTIONS

A. Examination dates and periods are as follows:

   Thursday, May 4th         9:00 A.M. & 1:30 P.M. exam periods
   Friday, May 5th          9:00 A.M. & 1:30 P.M. exam periods
   Saturday, May 6th        9:00 A.M. & 1:30 P.M. exam periods
   Sunday, May 7th          9:00 A.M. & 1:30 P.M. exam periods
   Monday, May 8th          9:00 A.M. & 1:30 P.M. exam periods

SENIORS MUST COMPLETE EXAMS BY NOON ON SUNDAY MAY 7TH.

B. Exams must be taken in the building from which they are distributed. Do not take any exam out of the distribution building. Exams may be taken in any of the following rooms only.

   Benedict -    Guion -
   101*  301     012*  A101
   102  308       A01  202
   106*  309     A03  A201
   201  316       101  A203
   216  Tyson Aud.

**PHYS 103 exam must be taken in Guion 018**

*Denotes rooms designated for open-book examinations
C. Exams will be distributed from the following rooms:

<table>
<thead>
<tr>
<th>BENEDICT 209</th>
<th>GUION A102</th>
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<tbody>
<tr>
<td>Anthropology</td>
<td>Biology</td>
</tr>
<tr>
<td>Business</td>
<td>Chemistry</td>
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<tr>
<td>Education</td>
<td>Computer Science</td>
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<tr>
<td>English</td>
<td>Dance</td>
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<td>Government</td>
<td>Engineering</td>
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<tr>
<td>Greek</td>
<td>Environmental Studies</td>
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<td>History</td>
<td>Interdisciplinary Arts</td>
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<tr>
<td>Latin</td>
<td>Mathematics</td>
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<td>Latin American Studies</td>
<td>Music</td>
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<tr>
<td>Philosophy</td>
<td>Physics</td>
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<tr>
<td>Religion</td>
<td>Psychology</td>
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<tr>
<td>Sociology</td>
<td>Theatre Arts</td>
</tr>
</tbody>
</table>

Extra exam books will be available in each distribution room.

D. Place all scratch paper, exam books and the exam paper itself in the envelope before returning it. Be sure you have signed the pledge on the front of the envelope. SEAL THE ENVELOPE. Return exam envelope to its distribution room and sign it in on the sheet.

E. If you become ill during an exam, take the exam, the envelope, the exam book and scratch paper to the distribution room and go to the Health Center. Arrangements will be made for you to take the exam later.

III. HONOR SYSTEM REMINDERS

A. Because the Honor System provides privileges such as self-scheduled exams, everyone must respect the Honor Code.

**EXCEPT FOR MATERIALS PERMITTED FOR OPEN-BOOK EXAMS, NOTHING IS PERMITTED INSIDE ANY EXAM BUILDING AT ANY TIME.** All personal belongings including cell phones must be left in the designated baggage rooms located beside the exam distribution rooms.

B. It is an honor violation to discuss an exam with anyone, regardless of whether both parties have taken the exam or not. You may not ask for or give information before or after taking an exam. This rule is in effect from 9:00 A.M. on Thursday, May 4th until 5:00 P.M. on Monday, May 8th.

C. A student on Honor Pledge suspension is responsible for notifying the Judicial Committee Chairwoman in order to schedule proctored exams.

NOTE: DO NOT USE THE BALCONY IN BENEDICT 216 TO TAKE EXAMS. THIS IS NOT CONSIDERED PART OF THE TEST TAKING ROOM.

Office of the Registrar
March 2017