

Policies and Procedures Lab Midterm Practical Sum '09

These rules and are created to respect and protect the answers of all exam candidates. Students witnessed to break any these rules will be reported to higher authorities.

BEFORE ENTERING THE EXAM ROOM

- Everyone **MUST** sign their exam paper and then initial by the Academic Honor policy statement to agree to abide by all the rules that it implies.....
- Fill out the top part - your name, TA's name (first or last), lab section # and the exam session #
- Every student must add the last 4 digits of their student ID# on their paper.
This is NOT the # on the FSU card #. Do NOT put your ss# down. **Leave blank if unknown.**
Have it ready for the final practical. (Blackboard, Secure Apps, FSU ID Management.)
- Fold your answer sheet in half lengthwise for a cover sheet.

DURING THE EXAM

- Keep folded with the blank side facing you during the exam at ALL times.
Open only to write on it.
- Circle the question pair where you begin.
- You may use your answer sheet as scrap paper to make notes etc.
- Read each question carefully and give an exact answer.
e.g. Do not IDENTIFY the structure if the question asks the FUNCTION.
- Make sure that your answer is legible.
- Do not give several answers; only the first one will be graded.
- For multiple choice questions there may be more than one correct letter.
You must give all of them to get any credit. No partial credit is given.

BEHAVIOR = Common sense.

- **Cell phones off** Completely off please not just vibrate/silent mode.
- **No food or drink**
- **Hats off** Off or turned backwards please. Long hair must be tied back.
- **Don't touch!** - any part of the scopes. Adjust only ocular or focal distance
- **Specimens in jars** Lift and place down quietly to take a closer look - but **NO** shaking!
- **Dissections** Do **NOT** move any of the pins or pointers for any reason.
If you do think you accidentally moved something raise your hand and tell a proctor/TA immediately.
- **Question?** Raise your hand and ask a proctor. The TA will come to you.
Do so while still at that station (1st or 2nd round), but not with only have 5 seconds left at that station!
- **Thinking** If you tend to stare into space - look only up or down, just **NOT** at any other student's paper!
- **Silence** No talking or sign language during the exam! Students disturbing other candidates will be asked to stop (pencil tapping, gum smacking etc.) or to leave, if the action is repetitive.
- **No 'fidgeting'** Be in control of your body. Stay in your personal area – no bumping into other candidates.

TIME per station 1st round = 60 seconds 2nd round = 30 seconds USE IT!!!

- Reread the Qs; Check spelling, capitalization etc. & ensure that you answered the Q.
- Stay at the station until you are told to switch.
- Do not look at stations ahead of you nor back at those you have just done.

UPON EXIT

- Hand in your response sheet to one of the TA/proctors and initial beside where you signed up to verify that your sheet was collected.
- Do not talk to candidates after you leave the exam room about anything, just leave:
Proving that you were not discussing the exam if you are witnessed is messy..
Discussing the questions raises the average class grade and yours drops.
Having an Academic Violation on your record can ruin your future.
- Grades will be posted on Blackboard by Friday.

Leave ALL your belongings in the prep room, except for your pencil and eraser.

GOOD LUCK!