

INSTRUCTIONS FOR TAKING THE MID-TERM EXAMINATION
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Below are the instructions for taking the mid-term exam. **READ THEM CAREFULLY AND FOLLOW THEM EXACTLY.** Failure to do so may result in a) forfeiture of your qualification for the blind grading process and/or b) your ineligibility to sit for the regular exam, thus necessitating your taking the makeup mid-term, which will be considerably more difficult than the regular exam.

1. Arrive on time. Coming in late is disruptive to your fellow students and reduces the time you yourself have to complete the exam.
2. Bring with you one LARGE exam bluebook.
3. Your bluebook should be blank when you come to class. **DO NOT WRITE YOUR NAME OR ANYTHING ELSE ON OR IN YOUR BLUEBOOK UNTIL I TELL YOU TO DO SO. DO NOT REMOVE ANY PAGES FROM YOUR BLUEBOOK.**
4. Either know or have your nine-digit student identification number.
5. Make sure you have pens/pencils in good working order. I cannot supply them for you.
6. Make sure you visit the bathroom prior to taking the exam.
7. During the exam you may have only the following items on your desk: a) the exam itself, b) bluebooks and scan-tron cards, and c) pens/pencils.
8. Place all phones on silent before entering the classroom. At no time during the exam may you access any electronic device (other than a wristwatch) for any reason. This includes but is not limited to texting, making phone calls, or receiving phone calls.
9. I will be monitoring the room during the exam. Suspicious activity will be reported to the Assistant Vice President of Student Affairs/Student Conduct Officer.