

Quiz Policies and Procedures

- 1. Studying the lesson notes and completing most of the homework problems prior to class is the best way to prepare for a quiz.**
- 2. Fold the quiz paper lengthwise. Your name must be printed/written on the outside of the quiz paper. If your name is not legible, you may receive no points.**
- 3. Only a TI-30Xa calculator or other 1-line scientific calculator is allowed on the quizzes. No multi-line, programmable, or graphing calculator are allowed.**
- 4. Do not share calculators. Everyone is seated very close together and if I see you passing something to your neighbor, I could assume you're cheating.**
- 5. All cell phones must be put away during quizzes. Do not leave them on your desk, do not rest them on your leg, do not use them as calculators, put them away.**
- 6. The only items in front of you should be a single sheet of paper, a writing utensil, possibly an eraser, and a 1-line scientific calculator. Everything else should be put away (notebooks, computers, cellphones, etc.).**
- 7. If you can't see the quiz that is being projected on the screen, please sit closer.**
- 8. If I see students talking to each other during a quiz, I could assume they are cheating.**

9. Do not look around during the quiz; if I see students looking around, I could assume they are cheating.
10. Do not turn in anyone else's quiz, especially a student who is absent. Each student must submit his/her own quiz.
11. Partial credit may be awarded, assuming the work shown is relevant to the quiz problem(s).
12. When you are finished with your quiz turn it in. While you are packing-up your belongings, turn your quiz over. If you want to wait for a friend, wait outside the classroom.
13. If you don't know the answer to a quiz question or how to determine the answer, don't cheat. Take the score you earn and try to do better the next time.

Students who are caught cheating may lose ALL their quiz points for the semester, and will be reported to the Office of the Dean of student for further disciplinary action.