

## **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 should be written/printed on the outside of the quiz paper. If your name is not legible, you may receive no points.**
- 3. Only a 1-line scientific calculator, such as a TI-30XA calculator, is allowed when taking quizzes. No multi-line, programmable, or graphing calculators are allowed.**
- 4. Students will not be allowed to share calculators during a quiz. Everyone is seated very close together and if I see you passing something to your neighbor (including a calculator), I could assume you are cheating.**
- 5. All cell phones must be put away during quizzes. Do not leave your cell phone on your desk, do not rest your phone on your leg, do not use your cell phone as a calculator; put the cell phone away. Do not leave your phone turned on during class, not even on vibrate.**
- 6. The only items in front of you during a quiz should be a single sheet of paper, a pencil or pen, possibly an eraser, and your 1-line scientific calculator. Everything else should be put away (notebooks, computers, cellphones, notes, etc.).**
- 7. If you cannot see the quiz that is being projected on the screen, move to a seat closer to the front of the room.**
- 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 a student's eyes wandering, I could assume he/she is cheating.**
- 10. Do not turn in anyone else's quiz, especially one for a student who is absent. Each student must submit his/her own quiz.**

11. **Partial credit may be awarded on a quiz, assuming the work shown is relevant to the quiz problem(s).**
12. **When you are finished with your quiz, turn it into your instructor. While you are packing up your belongings, turn your quiz over (upside down). Everyone should not talk while a quiz is taking place. 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 will lose ALL their quiz points for the semester, and will be reported to the Office of the Dean of Students for further disciplinary action.**