

## Quiz Policies and Procedures

1. Quiz problems will come from my lecture notes (either directly from my notes or a problem very similar to one from my notes) or from a problem on the homework (or very similar to one of these problems). The best way to prepare for a quiz is by completing every example provided in the lecture notes and completing the homework.
2. Your name must be clearly written on the inside of the quiz page and on the outside of the vertically folded quiz.
3. Only a one-line scientific calculator, such as a TI-30Xa, is allowed for quizzes.
4. No sharing of calculators is allowed.
5. All cell phones must be put away during quizzes.
6. During a quiz, the only items in front of you should be a single sheet of paper, a pencil or pen, and your one-line calculator; everything else should be put away (notebooks, computers, cell phones, etc.).
7. If you cannot see what is projected on the screen, sit in a closer seat.
8. If I see students talking to each other during a quiz, I will assume they are cheating and each will receive a zero score for the quiz.
9. Do not 'look around', during a quiz. You could be suspected on cheating.

10. Do not turn in anyone else's quiz, especially for a student who is absent; each student must submit his/her own quiz.
11. If you need to ask about a quiz problem, see me during office hours (not right after the quiz).
12. Partial credit may be awarded, assuming the work shown supports the answer you derived.
13. When you have finished your quiz; turn your quiz over while you pack up your belongings. Remain quiet and bring your quiz to me. If you want to wait for a friend, wait outside of the classroom.
14. If you don't know the answer to a quiz problem, don't cheat; take the score you earned and try to do better the next time.

**Students who are caught cheating on a quiz may lost ALL their quiz points for the semester, and be reported to the Office of the Dean of Students for further disciplinary action.**