

# **Quiz Policies and Procedures**

- 1. Quiz problems will be very similar to examples demonstrated during class time or problems found on the assignments.**
- 2. Your name must be written/printed on both sides of a blank sheet of paper; if your name is not legible, you may not receive any points. Fold the paper lengthwise and write or print your name on the outside of the paper.**
- 3. Only a TI-30Xa scientific calculator is allowed on the quizzes.**
- 4. Do not share calculators; everyone is seated very close together and if I see you passing something to your neighbor, I'm going to 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 pencil or pen, and a TI-30Xa calculator; everything else should be put away (notebooks, computers, cellphones, etc.)**
- 7. If you can't see what is being projected on the screen, sit closer to the front of the room.**
- 8. If I see students talking to each other during a quiz, I may assume they're cheating.**
- 9. Do not look around during the quiz; if I see students looking around, I may assume they're 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 speak with me concerning the quiz, see me after class or during office hours.
12. Partial credit may be awarded, assuming the work shown is relevant to the quiz problem(s). However; any mistake, however minor, will cost a student 30% - 70% of possible points. A major mistake will earn a student no points.
13. 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.
14. If you don't know the answer to a quiz question, don't cheat; take the score you earned and try to do better the next time.

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