

Quiz Policies and Procedures

1. Studying the lesson notes and completing your homework by the deadline prior to class is the best way to prepare for a quiz.
2. Copy the problem and complete your work on paper. Before turning the paper in, fold the paper lengthwise and write or print your name on the outside of the paper.
3. Only a TI-30XA (TI-30Xa) calculator is allowed. Calculators cannot be shared.
4. All cell phones must be off and out of sight.
5. The only things allowed on the desk top should be a single sheet of paper, a pencil (or pen), and your TI-30XA calculator.
6. If you cannot see the quiz that is being projected, please sit closer to the front.
7. If I see students talking to each other during a quiz, I could assume there is cheating.

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

A student who is caught cheating may lose ALL of his/her quiz points for the semester, and will be reported to the Office of the Dean of Students for further disciplinary action.