Self-Scheduled Exam Procedures – Fall 2017
Instructions for Students

• Please remember that self-scheduled exams are made possible by the Academic Honor Code. Students taking self-scheduled exams should not discuss the exam with others in any way, not even to comment on whether it was easy or hard, until after the end of final exams.

• Students may start the exam at any of the times listed on the attached schedule, but must allow enough time to complete the exam before the listed ending time for the particular session. Note that self-scheduled exams must be turned in by noon on Wednesday. You cannot take a self-scheduled exam on Wednesday afternoon.

• All exams are to be picked up at the CLARK ROOM. Students must present their Colgate ID when picking up exams. Students should then proceed directly to the Hall of Presidents (exam room) where they will sign in. They will also sign out when they leave the exam room.

• The exam may not be taken elsewhere and students will not be able to leave the exam room to contact their instructor.

• All exams will be returned to the monitor at the CLARK ROOM upon completion.

• Students are not to discuss the exam until the self-scheduled exam week is complete.

ALL EXAMS MUST BE PICKED UP AT THE CLARK ROOM IN THE STUDENT UNION

Exam Room Rules

• Observe the Honor Code. The Honor code asks all members of the community to abide by academic honesty standards and to report observed violations of the code. Monitors at the exam room will ask you not to sit with students from your own course in order to avoid any possible misperceptions of an honor code violation or misunderstandings.
• **No Talking!** Please respect the honor code and your fellow students who are trying to concentrate on their own exams by maintaining silence in the exam room. Students who talk will be warned once. The second time you will be asked to hand in your exam to the monitor, leave the exam room, and contact your instructor about how (if?) you will be allowed to complete the exam.

• **Notes, textbooks, and calculators are not allowed at the exam unless specifically authorized by your instructor. Please bring only pens and pencils with you to the exam.** If you do bring backpacks, notes, texts, etc., you will be asked to leave these items in the back of the exam room.

• **Computers, cell phones, digital music players, and other electronic devices will not be allowed in the exam room. Calculators are allowed only if specifically authorized by your instructor.**

• **Bring a watch or portable clock.** The time you pick up the exam and return it will be recorded, but you are responsible for monitoring your time and finishing within the time limit set by your instructor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Sign In</th>
<th>Finish By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, December 15</td>
<td>2:00 pm - 7:00 pm</td>
<td>9:00 pm</td>
</tr>
<tr>
<td>Monday, December 18</td>
<td>2:00 pm - 7:00 pm</td>
<td>9:00 pm</td>
</tr>
<tr>
<td>Tuesday, December 19</td>
<td>2:00 pm - 7:00 pm</td>
<td>9:00 pm</td>
</tr>
<tr>
<td>Wednesday, December 20</td>
<td>8:00 am -10:00 am</td>
<td>12:00 pm</td>
</tr>
</tbody>
</table>