



Dear Student,

As part of WVU's commitment to academic standards, you must review and comply with the following directions which will apply to all examinations in your organic chemistry course this year.

It is *your* responsibility to understand and follow these rules during the tests; if you have any questions about these directions, please ask your instructor *prior to* the test date.

- All students must present their WVU ID to take any exam. All IDs will be verified for each exam.
 - Students may be asked to show ID card at any point during the exam.
- Students will be assigned a seat for each test and must remain in that seat for the duration of the test.
 - Seating assignments will be posted on eCampus.
 - If you need a left-handed seat or other seating accommodations, let your instructor know (either prior to the test or before the examination begins) and they will reassign your seat based upon your needs.
- Students may not begin the examination until all exams have been handed out and the instructor signals that the exam period has begun.
- Students must not to have any electronic device on their person during testing unless, at least one full day before the test, the instructor has agreed that such device is a medical necessity. This means students may not keep their cell phone in their pocket or on their lap. Cell phones and other devices must be securely stored in their backpack or other personal bag. Smartwatches may not be worn during an exam.
- During the test, backpacks/purses/etc. must be closed and remain in the designated location at the front or back of the exam room.
- Students must keep their hands on or above the desk when the exam is in progress.
- Students must keep their eyes on their own paper and off other students' work.
- In the room, no communication between students is permitted from the time distribution of papers has started until all students have left the building in which the test took place.



- When students may leave the exam:
 - Students who finish the examination *more than* 5 minutes before the end of the testing period may leave the room early after handing in their exam and all related papers.
 - Students who finish early but within the last 5 minutes of the testing period must remain in their seats and may NOT use any electronic devices until the testing period is completed. Students may not get out of their seat nor try to turn their test in. When time is called, everyone will turn over their copy of the exam. The instructor will collect all remaining exams at the completion of the testing period.
- Once a student leaves the room she or he may not return to resume the test. Use of the restroom is NOT an exception. If there are medical reasons that make it necessary to leave the room during a test, an accommodation must be endorsed by the Office of Accessibility Services at least one full day before the test.
- Students must leave the test room immediately after they have submitted the completed paper. They must not loiter near the test room.
- To receive credit for an answer, appropriate work must be shown. Correct answers without supporting work may be given no credit.
- The instructor has the right to request any student to verify answers from the examination at a later date via a knowledge check.