

Class Conduct and Testing Agreement

A testing scenario is regulated in order to preserve integrity. An honest person will appreciate an environment in which everyone has an equal opportunity to succeed fairly during tests. Be sure that you fully understand the following guidelines prior to taking a test. Ask the instructor if you have questions.

Use the restroom prior to taking a test. Except in emergencies or individuals with documented disabilities and with pre-negotiated accommodations, each person should remain in the classroom until the test is completed and submitted to the instructor.

It is your responsibility to have your own pencils, erasers, calculator (if permitted) and any other required materials. Do not interrupt other students to request these things. Do not use your own scrap paper; the instructor will supply any if needed.

From the time the first test is distributed until all tests have been collected is a testing period. During such time:

1. If you have a question/concern of any kind, quietly consult only the instructor or one of the TAs, not another student.
2. Have your legible OSU ID card on your desk.
3. If you arrive late or finish early, be considerate of others by minimizing distractions.
4. Unless you have already submitted your test, leaving the room without permission indicates that you are finished taking the test. Your papers will be collected.
5. Unless otherwise announced or arranged, all work must be your own and created during the testing period. No other writings should be accessible or visible. Hands are to remain visible to the instructor at all times. Notify the instructor immediately if you have any concerns.
6. Unless otherwise announced or arranged, calculators, books, notes, papers and all other materials and devices are not permitted. These should be put away securely. Packs/bags may not be accessed during testing without permission. When you complete your test, bring it to the instructor prior to accessing your pack/bag.
7. Looking at any other person's papers for any reason will be considered cheating.
8. Any communication with other students (including talking, whispering, hand signals, and mouth movements as signals) is cheating. The content of what is said is irrelevant. Communicate with another student only when both of you have submitted your tests and left the room.
9. If another student tries to involve you in misconduct, alert the instructor immediately. You may choose to ignore the other person. But if there is appearance that both you and the other student were involved, disciplinary action can be taken against both parties.

Cheating will not be tolerated. It's not possible to list every action that constitutes academic dishonesty.

Contact the instructor at any time if you have questions. If you would like to know more about academic dishonesty and OSU's policies, please consult the Student Conduct and Community Standards website for information and resources: <http://oregonstate.edu/studentconduct/home/>

Disciplinary action will be taken in all cases of academic dishonesty and may result in a zero score on the test or an F grade for the course.

Students with disabilities who take tests in a separate proctored location are subject to the same conduct standards during tests.

Use good judgment. These rules apply without partiality to everyone. Think carefully about your actions. Conduct yourself above suspicion. Be honest, responsible and respectful!

Thanks for Jeffrey Saikali of San Diego Miramar College