

Appendix D

REQUIRED STUDENT CHECKLIST MEMO OF UNDERSTANDING

Instructions: This checklist is identical to that which was posted earlier this week on [College/University learning platform]. In order for your test to be graded, you must initial each bullet point and sign where indicated.

Failure to complete this form means your test will not be graded.

REQUIRED:

A. Initial next to all eight items listed below, in the space provided.

B. Your first and last name (printed): _____

Your Signature: _____

_____ 1. Seats have been assigned for this test. I understand that I am required to sit in my assigned seat.

_____ 2. I understand that if I leave the room after tests have been handed out, regardless of the reason, I will not be allowed to return. If I arrive to take the test after someone has already completed the exam, turned it in, and left the exam room, I will not be allowed to take the test.

_____ 3. All personal effects that I have brought into the test room will be stored in a backpack or other opaque carrier that is zipped shut or otherwise firmly closed. I understand that I am not allowed to have books, notes, calculators, pencil cases, phones, or other electronic devices loose on the desk, floor, or anywhere within sight. Purses must be zipped or otherwise fastened shut, with no loose papers protruding.

_____ 4. Any materials I bring with me to the test that are not stored in a bag which is zipped or firmly fastened shut must be left at the front of the room. I understand that I leave materials at the front of the room at my own risk. The instructor is not responsible for items which are lost, stolen, or damaged during the course of an exam.

_____ 5. I understand that no electronic devices (including dictionaries, anything with an on/off switch, or any devices of any kind with connectivity or memory) are permitted during the examination. My cellphone must be turned completely off and stored in a bag which is zipped shut or otherwise firmly closed. Cellphones are not to be accessible during the examination. I understand that I am not allowed to have anything in my ears during the test, including ear buds.

_____ 6. I understand that I am not allowed to wear wide-brimmed caps or hats during the test. If I am wearing a hoodie, the hood cannot be on my head while taking the test.

_____ 7. I understand that any talking once the exams are being passed out and during the exam will be construed as cheating.

_____ 8. I understand the violation of any of these rules will be treated as a breach of academic integrity requirements. It is not necessary for the instructor to prove I actually used unpermitted materials or in some way gained an advantage when taking the test because of the rule infraction. Violation of any class rules relating to exams means I will be assigned a grade of "zero" for this exam.

