

- (a) Plan to stay in the room for the entire exam.
- (b) If you must leave the room, leave your phone with me.
- (c) I will put the exams and blank paper on the front desk. Take one exam and some (say 5 or 6) pieces of paper. (You can return unused paper as you leave the exam. You can pick up more paper if you need it.)
- (d) You keep the exam questions. Do everything on the paper I supply.
- (e) Write on ONE side only.
- (f) Return your answers in order.
- (g) Number your pages; put your name on each page.
- (h) Take a picture of your exam before you turn it in.
- (i) Fold your exam in half as you turn it in.