To be sent to students and instructors in advance:

1. Students must have their Temple photo ID card during exams.
2. Students must take the exam in the room in which they are assigned. Students reporting to an incorrect location may receive a zero for the exam.
3. Only pens/pencils and erasers are allowed to be with students during exams. Calculators are not allowed. Students are encouraged to leave bags at home; if a student brings a bag, it needs to be closed and left on an empty adjacent seat.
4. **Students are not allowed to have cell phones and other PDA devices such as the Apple Watch and other electronic wrist-worn devices on their persons while taking an exam.**  Cell phones/PDAs are to be placed in bags/backpacks. Students who are caught using cell phones/PDAs during an exam will be ejected from the exam and will receive a score of zero.
5. **Students may not bring extra paper into the exam.** There is space on the test paper to show your work. Students requiring more paper should raise a hand and ask a proctor for a blank sheet. Students who are caught with extra papers during an exam will be ejected from the exam and will receive a score of zero.
6. Anyone taking the exam in advance of the regularly schedule test time will receive a score of zero for the test if they discuss the exam content with anyone before the end of the regularly scheduled exam time.

These violations will be reported to the Dean and the Vice-Provost who will then take the appropriate disciplinary action.

To display on the projector or board when students arrive at the exam:

**PLEASE SIT EVERY OTHER SEAT**

**CELL PHONES AND OTHER ELECTRONIC DEVICES MUST BE SWITCHED OFF AND PLACED IN YOUR BAG/BACK-PACK**