

CLA 131: Examination Protocols

The following procedures are to be followed in the administration of examinations in CLA 131, Medical Terminology.

1. On the day of the exam, the assigned testing room will be set up by the test administrators. Students will receive an exam, a scantron sheet, and exam instructions **before** entering the room. These will be issued upon the presentation of a **photo ID**.
2. Students should bring a #2 pencil to the exam for use on the test. (If the lead in your pencil is harder than that of a #2 pencil, you risk having the test scored improperly.)
3. Once you enter the testing room, you will be entering a live testing area, so you will begin the exam once you are seated. Cell phones should be turned off before you enter. (If you must leave your cell phone on in anticipation of an emergency call, please let us know.)
4. Students should write their names on the front and back of the scantron form and blacken in the bubbles under their names on the back of the form. The last name should be written first. If you know your student ID, please include that number (less the initial 9) on the form as well.
5. Since there are multiple forms of the exam, you will need to indicate the exam form on the reverse of the Scantron sheet in the bottom left corner. The test forms are indicated in the page numbers of the exam; for example, if the first page shows B-1, your exam is form B.
6. No food or soft drinks will be allowed in the testing room; bottled water may be consumed, but please take the bottle with you when you leave.
7. To the extent possible, students should leave spaces between seats to avoid the possibility of inadvertently viewing another's test. There are multiple forms of each exam, as we have said, so being able to see another's test doesn't necessarily give you an advantage.
8. Students wearing baseball caps will be asked to remove them or turn their visors to the rear.
9. Students seen to be talking or who seem to be conferring or collaborating during the exam will be asked to leave the facility immediately.
10. Since there is no penalty for wrong answers, you should check to make sure that every question has an answer marked. Remember that it is the Scantron sheet that will be used to determine the exam's grade, not the typed copy.
11. When you are finished with the exam, bring the test and the scan sheet to the desk where these were issued to you.