



In-Class Exam Procedures

Students may bring into the exam room only the following **exam materials**, unless the faculty member has issued the exam as open-book or open-note:

1. **Electronic Exams:** Laptop, stylus, soft ear plugs (headphones or ear buds will be allowed as detailed by the instructor if the exam includes sound), and a writing instrument.
 - a. Students will receive one piece of **scrap paper** immediately before the exam and must write their name on and turn in all scrap paper upon leaving the exam room. Additional paper will be available if needed during the exam.
 - b. Students must show the “green screen of success” before leaving the exam room.
2. **Written Exams:** Ear plugs and a writing instrument.
3. **Prohibited Items:**
 - a. **Electronic devices**, besides the one being used to take an exam in ExamSoft/Examplify, are **prohibited** (this includes, but is not limited to, multi-function calculators and noise canceling headphones [except as allowed by SDS accommodations], cell phones, smart watches, any device with a camera or that connects to the Internet, etc.).
 - b. **Hats and hoods.**
 - c. **Backpacks** must be left at the front of the room or other secure location agreed upon by students and the instructor or exam proctor. Students should pick them up when they leave the exam room.

Students with accommodations

It is the student’s responsibility to verify that the instructor is aware of accommodation needs. Full testing accommodations are provided through the UT Student Disability Services testing center (SDS, Blount Hall first floor, 1534 White Avenue). Certain accommodations may be available within the regular exam room of the UTCVM. Students should discuss with their instructor which accommodations might be available (e.g., time extension, reading software, noise-canceling headphones, etc.). If the regular exam room does not meet specific needs, students should take the exam at SDS and should sign up for an exam time online through the Student Portal at this [link](#) at least 7 days in advance of a non-final exam and 4 weeks prior to study day for final exams.