



## 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 earplugs (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:** Earplugs 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 leave the exam room.

**Students with accommodations:** It is the student’s responsibility to verify that all classroom instructors are provided accommodation documents in sufficient time to prepare for exam or classroom accommodations. Full testing accommodations are provided through the UT Student Disability Services testing center (SDS, 100 Dunford Hall, 915 Volunteer Blvd.). 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 students’ specific needs, students should take the exam at SDS and should sign up for an exam time online through the Student Portal at <https://clockwork.asa.utk.edu/ClockWork/custom/misc/Login.aspx> at least 7 days in advance of the exam for regular exams, and up to 3 weeks in advance for final exams.