



Guidelines for In-person Testing (Attestation for inclusion in all course Canvas shells)

The following guidelines will be in effect during all in-person exams for this course:

- For computer-based exams, students must download the software to their personal computer prior to testing.
- All students must bring a Rutgers ID to every exam to confirm their identity. Students whose identity cannot be verified may be refused.
- Students must be on time for scheduled exams. Exams have a scheduled start time; students who are late will not have additional time added to the exam end time.
- If unable to take the exam on the scheduled date, the student **MUST** inform the faculty as soon as possible, ideally prior to the exam. A makeup exam will be arranged. Make-up exams may be of a different format and have fewer or more questions than the regular examination.
- Recognized grounds for an excused absence are:
 - Illness (proof of illness may be required, such as doctor's notice or evidence of test result)
 - Personal emergency or obligations claimed by the student and recognized as valid
 - Bereavement
 - Recognized religious holidays (see [Rutgers listing of religious observances](#))
 - Severe inclement weather causing dangerous traveling conditions. Note: Should classes be canceled by the University due to inclement weather, clinical classes are also canceled.
 - Jury duty
- Students may be assigned seats for the exam.
- With the exception of a computer, all electronic devices (cell phones, earbuds, smart watches, smart pens, or other electronic devices) must be turned off and left with bags at the front/side of the classroom.
- Scrap paper and calculators, if needed, will be provided by faculty and collected at the end of the exam.
- Students are expected to be silent for the duration of the exam. No talking is permitted once the exam has started and while the exam is in session.
- Only water in a clear plastic bottle with no label, is allowed in the classroom during exams.
- Sunglasses, hats, hoods, and other head coverings are not permitted during exams (unless required for religious reasons).
- Students must verify that their exam has been submitted before leaving the room.
- Students must not take a screenshot/copy any exam content, or post or discuss questions on the internet and social media websites.
- Upon exam completion, students are asked not to congregate outside of the testing area out of respect for students who are still testing.
- Cheating on an examination is a serious violation of [academic integrity](#) and will result in the student being referred to the Academic Integrity Officer.