

**The Advanced Math Lab  
Testing Rules and Procedures  
Main Campus  
Room 144 and 145, Building 152  
(254) 526-1499  
mathlab@ctcd.edu**

1. All students taking exams must take the exam in Room 144 if a computer is available. If Room 144 becomes full, then Room 145 will be used for testing only and no assistance will be given to other students. The lab will make testing its highest priority. In the event of peak testing periods, the lab reserves the right to discharge students from computers to allow testing.
2. A photo ID is required for any exam so that the proctor may check that their name matches the name on the account.
3. All electronic devices including smartwatches must be turned off and appropriately stored. No electronic device should be seen or heard during an exam. Offenses will lead to the submission of an exam.
4. If a student is expecting an important message or phone call, the student must notify the proctor. If the student must use the restroom, all devices must be left in the testing room and the student must notify the proctor. If the student fails to notify the proctor and leaves the room their exam will be submitted.
5. The only materials permitted on a student's desk during an exam are: a blue book, scratch paper (given by the proctor), a formula book, a calculator, and a writing utensil. No books, other materials, or websites (aside from the one hosting the exam) are to be used during an exam without proctor approval.
6. Only approved calculators are allowed for exams and the memory of the calculator will be reset by the proctor prior to the exam. No CAS calculators are permitted. For a detailed list of approved calculators, please ask the lab staff.
7. Only work done in the blue books will be accepted for submission to the instructor. Scratch paper must be discarded and given to the proctor before the student leaves the lab. All blue books must be submitted before the student leaves the lab.
8. If the student must borrow testing supplies the student must leave their student ID with the proctor.
9. Academic dishonesty (cheating) of any form will not be tolerated. No warning will be given and the exam will be nullified. The lab director, lab assistant, or proctor will notify the instructor and the student will be subject to disciplinary action. As described in the Student Handbook under Code of Conduct (pg. 54 & 55):

**Academic Misconduct:**

Academic Misconduct includes, but is not limited to, cheating on academic work, plagiarism and collusion. Students found to have engaged in academic dishonesty may be subject to discipline, up to and including expulsion.

**Cheating** on academic work includes, but is not limited to:

- Copying another student's test paper, research paper or term paper.
- Using materials during a test that are not authorized by the test administrator.
- Collaborating with another student during a test without permission.
- Obtaining, recording, using, buying, selling, stealing, transporting, soliciting sharing, or making available the contents of a test or coursework prohibited by a professor.
- Taking a test or preparing academic work for another student; or having a test taken by a second party or having a second party prepare an academic work.
- Altering or falsifying test results after they have been evaluated by the instructor and returned to the student.
- Falsifying transcripts.

**Plagiarism** is defined as presentation for credit as one's own idea or product derived from an existing source.

**Collusion** is defined as the unauthorized collaboration with another person in preparing written, graphic, or electronic work for credit.

Students guilty of academic misconduct may be subject to discipline up to and including being administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension or expulsion. Prior academic and non-academic misconduct violations may be considered at the time of adjudication.