

**Math Express Lab**  
**Testing Rules and Procedures**  
**Central Campus**  
**Building 267 Room 141**  
**(254) 526-1444**

1. A photo ID is required for any exam so that the lab staff may check that the student's name matches the name on the account. Exception: Exams proctored by the instructors.
2. 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. Exception: Exams proctored by the instructors (follow instructors' rules).
3. If a student is expecting an important message or phone call, the student must notify the lab staff. If the student must use the restroom, all devices must be left in the testing room and the student must notify the lab staff. If the student fails to notify the lab staff and leaves the room, their exam will be submitted.
4. The only materials permitted on a student's desk during an exam are: a blue book, approved resource sheets, 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 approval.
5. Only approved calculators are allowed for exams. No CAS calculators are permitted. For a detailed list of approved calculators, please ask the lab staff.
6. Only work done in the blue books will be accepted for submission to the instructor. Scratch paper must be discarded and given to the lab staff before the student leaves the lab. All blue books must be submitted before the student leaves the lab.
7. If the student must borrow a calculator, the student must leave their student ID with the lab staff.
8. Academic dishonesty (cheating) as described in the Student Handbook under Code of Conduct (pages 54 & 55) of any form will not be tolerated. No warning will be given and the exam will be nullified. The Resource Coordinator or Lab Associate will notify the instructor and the student will be subject to disciplinary action.