

# OUCOM EXAM PROCEDURES FOR 1<sup>st</sup> and 2<sup>nd</sup> Year

## Before Exam

- Special accommodations for seating should be submitted at least 1 week prior to the scheduled examination.
- Doors will be opened several minutes before the scheduled start time.
- Enter the exam room quietly; all talking should stop at the door.
- All bags must be stored at the front or side of the exam room.
- Beepers, cell phones, and handheld electronic devices must be turned off and stowed with other personal belongings.
- Pencils and calculators will be provided. You are not allowed to bring personal calculators.
- Write your name and OU PID number (this number can be found on your OU ID) on the front cover sheet of the test packet; do not separate the pages or take out the staple in the test packet.
- Fill in the identification information on the blue scantron "bubble sheet," your OU PID number will serve as your identification number (if applicable).
- Print your name on the Honor Code statement attached to the back of the exam.
- Admission at/after 20 minutes after the hour will be at the discretion of the Instructor of Record or his/her representative.

## During Exam

- At the top of the hour, the exam facilitator will indicate it's time to start the exam.
- No talking.
- No food or drinks (except bottled water or lidded mugs).
- Do not leave the building.
- No access to bags, backpacks, or purses.
- If you leave your desk, cover the exam or place it face down on the desktop (if applicable).
- No talking with classmates if you leave your desk.
- Breaks are to be kept to a minimum.
- No making or receiving phone calls or text messages.
- Check the test packet and make sure you have filled in all the corresponding bubbles on the scantron sheet (if applicable).
- The Instructor of Record welcomes student comments about exam questions. Be sure your comments are thoughtful, legible and specific. Record your comments and questions on the bottom of the front cover sheet of the test packet.

## After Exam

- Sign the Honor Code Statement if you did not observe a violation of the Honor Code.
- Take all exam materials (including pencils and calculators) and your Honor Code statement to the Exam Facilitator.
- ***Do not congregate near the exam room if the exam is still in progress.***

**Violation of any of these procedures may result in a referral to the Honor Code Adjudication Group.**

***Please be considerate of your peers.***