APPM 1350 Test Taking Policies

1. No notes, papers, calculators, cell phones, or any other electronic devices will be permitted during the exam.

2. Bring your BuffOne card. We will be checking student IDs.

3. Bring pencils. Pens are not recommended. No red pens or pencils, please.

4. Turn off your cell phone completely before arriving at the exam location.

5. After you arrive at the exam location, you will be given a blank blue book. On the front cover write your name, date, “APPM 1350”, instructor name, and lecture section number. Do not write anything inside the blue book until the exam begins.

6. On the front of your blue book, draw a large grading table toward the right side of the page. (See next page.) Your graders will use the table to record your scores.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
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<tr>
<td>3</td>
<td>4</td>
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7. Start each problem on a new page. You may write on both sides of each page.

8. Do the problems in order. If you need to cross out a solution and redo it, leave a clear message where the problem usually would be found, like “SOLUTION FOR #1 AFTER #5.”

9. Show all work! Answers without proper justification will receive no points. All work must be written in your blue book (not on the exam sheet).

10. Leave whitespace between problems.

11. Write legibly. Do not write too small.

12. We can clarify the wording of a problem but we cannot give hints on how to solve a problem or give feedback on whether a solution is correct. If you need clarification, raise your hand and either an instructor or TA will answer your question. Please do not get up from your seat.

13. If you need to use a restroom during the exam, raise your hand and inform an instructor or TA before leaving the room. Close up your blue book before leaving so that your solutions are not visible.

14. At the end of the test, sign the Honor Pledge on the front cover of your blue book. We will check your student ID and collect both your blue book and the exam sheet.

15. For attendance records, you will be asked to either sign your name on an attendance sheet or swipe your ID through a card reader.

Sample blue book cover on next page. →
Honor Code Pledge

On my honor, as a University of Colorado at Boulder student, I have neither given nor received unauthorized assistance on this work.