

Math Department Examination Policy

Students are required to adhere to the University's standards of academic integrity. To safeguard our education standards, the Math Department has the following policy for all courses Math 121 through Math 261:

- 1) No electronic devices are permitted on your person in any test, assessment or exam. This includes cell phones, watches, or other devices that have the capability to send/receive electronic communications or photos. The course coordinator may allow calculators or access to a graphing utility. Please check course syllabus for calculator permissions.
- 2) Unapproved materials and attempting to view other students work will not be permitted.
- 3) Absolutely no communication of any kind is permitted between students during any tests/exams. No talking is permitted.
- 4) Students may not arrive late for an exam. If a student arrives in the room once test distribution has begun, the student may not be permitted to test.
- 5) All students should have their WWU ID on their person and available to present if requested.
- 6) Students taking tests in one of the Math labs must attend the lab section for which they are registered and must swipe their WWU student ID. Students CANNOT test during a section for which they are not registered and cannot test without their WWU ID in the lab. No exceptions.
- 7) Students may not conceal/alter/misrepresent their identity.
- 8) Students should expect the following:
 - a) Sanctions for any question in which work/calculations do not support the answer.
 - b) Audio/video/still recordings of students during testing.
 - c) Cannot leave the room during testing and return to the test (use restroom prior to testing).
 - d) Empty pockets if requested by an instructor or proctor
 - e) Request to move or sit in an assigned seat.
- 9) Students should expect knowledge checks by instructors to verify their mastery of the knowledge covered in exams.

Violations to any of the above policies will have sanctions including:

- Grade reduction on a test
- Grade reduction for the course
- F for the test
- F/UF for the course
- Recommendation for academic probation
- Recommendation for dismissal from the institution

Multiple violations, including violations in other or previous courses will result in a recommendation for suspension or dismissal from WVU.

Please refer to your syllabus for a course specific sanctions. The University/College appeal procedure will be followed.