

CUMULATIVE EXAMINATION PROCTORING GUIDELINES
Graduate Affairs Committee, Department of Chemistry and Biochemistry

1. Guidelines (including this one) for proctoring and administering the cumulative examinations will be formally laid out in a written document that will be:
 - a. Sent to all faculty, immediately upon being implemented.
 - b. Sent to the cumulative examination proctor shortly before each exam.
 - c. Read aloud (parts 4. thru 10.) to students at the start of each exam.
2. **Cumulative examinations must be proctored by Graduate Faculty Members of the Texas Tech University Department of Chemistry and Biochemistry.**
3. Students are not allowed to start after the first 15 minutes of the examination time and no extra time will be allowed for late arrivals.
4. Students may only ask the proctor questions about the exam policies, time limits, etc., and not about individual exam problems.
5. On any given day that cumulative examinations are offered, a student may elect to turn in exams from up to two different divisions for grading. In every case, however, the student must decide at the START of the exam session, which exam or exams he or she plans to take. The student may not ask for an additional exam AFTER the exam session has begun
6. Before starting the exam, students must put away all materials (including cell phones) other than what is explicitly allowed; during the exam, they may not consult any but the allowed materials. Cell phones must be left with the proctor when a student goes to the restroom.
7. Students must not communicate with each other during the exam, either verbally or through other means such as electronic devices, or otherwise collaborate.
8. Students are permitted to attempt and submit exams with “Do Not Grade” written on them. Exams that are submitted to the proctor with “Do Not Grade” will not count as a graded attempt. **Exams are not to leave the room for any reason.**
9. Students are allowed to hand in more than one completed cumulative examination paper on a single Saturday, i.e. more than one exam may be attempted per exam date. However, *all* exams that are handed in count toward the 12-examination limit of graded attempts; thus in such cases the student may meet his or her 12-examination limit *before* the end of his or her fourth long semester.
10. Students must otherwise adhere to all guidelines and standards as discussed in the Texas Tech University Code of Student Conduct and OP on Student Misconduct.
(<http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php>)
(<http://www.depts.ttu.edu/opmanual/OP34.12.pdf>)