Honor Code Rules – Spring 2016 Final Exams

Please take note:
1) There will be **one distribution site** for all Self-Scheduled exams: **Guild Hall, 2nd floor**.
2) Bryn Mawr morning exams begin at 9:30 am, Haverford morning exams begin at 9:00 am.

Self-Scheduled Exam Procedure:
All exams will be distributed and collected in **Guild Hall, 2nd floor**. All exams must be taken in either a Taylor classroom (Taylor B is open book/note only) or Park 243, 336, or 336/337 (the latter two are open book/note only). If you are taking an exam you should arrive 10 to 15 minutes prior to the beginning of the exam period because there are often lines. Exams are locked up 5 – 10 minutes after the starting hour of the exam. When you arrive in Guild, go to the proctor tables and take a card that asks your name, the exam you want to take, where you will take it, and if it is an open book exam. Fill it out and give it to the proctor who will then hand you your exam. It is YOUR RESPONSIBILITY to keep track of the amount of your exam time. If you arrive late to an exam, you may not extend time to make up for lost time. Proctors are not responsible for notifying students that exam time is over. Return the completed exam within 5 minutes of the exam period’s end to Guild Hall, 2nd floor.

REMEMBER: SELF-SCHEDULED EXAMS ARE A PRIVILEGE NOT A RIGHT. If we abuse this privilege, we will lose it. Let’s all do our part to maintain our unique system by observing the rules of the Honor Code and by proctoring.

Honor Code Rules:

1. Don’t open exam envelopes or write in bluebooks until the 3 hour exam period officially begins.

2. Self-scheduled exams must be taken ONLY in Taylor classrooms or in Park 243, 336, 337, or 338. Taking a self-scheduled exam anywhere else is prohibited.

3. Exams requiring books, notes, foreign language dictionaries, or other materials are considered “open book exams” and must ONLY be taken in Taylor B or Park 336/337. No books, notes, or other materials are allowed in the other Taylor or the Park exam rooms. However, calculators are permitted in ALL exam rooms.

4. Self-scheduled exams are three hours long unless your instructor has specified a shorter time limit. If you finish early, return your exam to the proctor in Guild Hall. Exams still must be picked up at the beginning of the exam period.

5. There is no talking in the exam rooms during the exam period. Please try not to make a lot of noise.

6. Either when you are finished with the exam, or at the end of the exam period, put all of the used bluebooks and exam questions (including the bluebooks in which you have written any notes during the exam) back into the exam envelope and return them to the proctors in Guild Hall. If you fail to do so, you will receive an incomplete in the course and will be asked to turn yourself in to the Honor Board.

7. According to faculty rules, failure to take or return a final exam results in automatic failure of that exam, not necessarily the course.

8. You may leave the exam room to take a break during the exam. However, you may not take any books, notes, or exam materials with you, nor may you add any time to the end of the period in order to recover lost time.

9. Typing of exams may be done ONLY in designated rooms and ONLY by prior arrangement with the Registrar’s Office.

10. Once you have opened the exam envelope you are required to turn in the exam at the end of the period, except under the following exceptional circumstances: a) illness, b) an incomplete or wrong exam.

a) If you become ill during the exam, do not panic. Record the time at which you had to stop taking the exam, and report to the proctor in your examination building. Give him/her all of your used bluebooks, the exam questions, and the envelope. At this point you MUST report to the Health Center.

b) If you receive an incomplete or wrong exam, record the time at which you stopped and report to the proctor. At that time, the proctor will notify the office overseeing the test session to give you a complete and correct exam. Please make sure you record the time you reported this to the proctor, you will be given a correct exam and the same amount of time that remained in your prior exam period.

11. All Haverford, Swarthmore, and Penn students, special students, post-bacs and grad students who take undergraduate courses at Bryn Mawr are subject to Bryn Mawr’s Honor Code. Similarly, Bryn Mawr students taking courses at other institutions are subject to their honor codes and/or exam rules. If you are taking a course at another institution you should find out what the exam rules are before taking your exam.
12. Arrangements for the distribution and collection of take-home exams should be made between the student and their instructor. If work needs to be sent to an instructor through the mail, it should be certified. No work should be sent through campus mail or left outside of office doors. Also, the student should request permission of the instructor before making a personal copy of any work that must be sent through the mail.

13. The Honor Code applies to all take-home exams and papers given in lieu of exams.

Honor code violations:
If you suspect that an Honor code violation may have occurred, follow the appropriate procedure outlined below.

1. Talk to the person whose actions you question. Listen to what they have to say on the matter. If you are still concerned and unclear about what occurred, take step 2.

2. Ask the person to contact the Head of the Honor Board within the next 48 hours. If after 48 hours you have not received word from the Honor Board Head that contact with the confronted student has been made, you should contact the Honor Board Head yourself.

3. The members of the Honor Board will inquire about the situation and determine whether an Honor Board hearing is appropriate.

4. Remember! Confrontations should occur only between the parties involved. It is not in the spirit of the Code to discuss possible violations with anyone other than either the student directly involved or an Honor Board member. Do not hesitate to question an action that you think might be against the Code. Not every confrontation results in a hearing. It is important to clear up misunderstandings quickly, especially since Finals period is a stressful time for almost everyone! The Honor Code is only as strong as each individual makes it!

Sincerely,
The 2015-2016 Honor Board
Contact us: honorboard@brynmawr.edu