

Honor Code Procedures – Fall 2022 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.

Special COVID-19 Exam Procedures:

If you wake up on your scheduled exam day (self-scheduled or instructor-scheduled) with symptoms of COVID-19, you should stay home and contact the Health and Wellness Center. Requesting extensions and rescheduling exams require communication. Once you have determined that you have symptoms of COVID-19 and are going to stay home from your exam, email your dean and your instructor to let them know.

Note: According to college policy, if symptoms resolve within 24 hours, individuals can return to campus activities, and if symptoms persist longer than 24 hours, individuals should not return to campus activities unless cleared by a medical provider.

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, 338, 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 to 10 minutes after the starting hour of the exam, which means that you cannot pick up your exam more than 5 to 10 minutes after your exam period has begun. 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 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. 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 Exam Procedures:

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 may only be taken in Taylor B or Park 336/337. No books, notes, or other materials are allowed in the other Taylor or Park exam rooms. However, calculators are permitted in all exam rooms.
4. Exams must be picked up at the beginning of the exam period. Self-scheduled exams are three hours long unless your instructor has specified a shorter time limit. If you finish the exam early, return your exam to the proctors in Guild Hall.
5. There is no talking in the exam rooms during exam periods. 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 the envelope 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 report yourself to the Head of Honor Board.
7. According to faculty rules, failure to take or return a final exam results in an automatic failure of that exam, not necessarily the course. Please consult with your professors for course-specific information regarding when your exams are due.
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 your 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 while taking an exam, do not panic. Record the time at which you had to stop taking the exam and report the situation to the proctor in your examination building. Give them all your used bluebooks, the exam questions, and the envelope. Next, you must report to the Health Center.

BRYN MAWR COLLEGE

- b. If you receive an incomplete exam or the wrong exam, record the time at which you stopped and report the situation to the proctor in your examination building. The proctor will notify the office overseeing the test session to get you a complete and correct exam. Please make sure you record the time you reported this to the proctor. Once you are given a correct exam, you will be allotted 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 procedures. 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. No work should be sent through campus mail or left outside of office doors.

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. Positively confront the problem by initiating a conversation with the person whose actions you question by stating your observations and asking clarifying questions in a private setting, if possible. Listen to what they have to say in response. After the conversation has concluded, (1) if no violation seems to have occurred, there is nothing more that you need to do, or (2) if you have reason to believe that an Honor Code violation may have taken place, proceed to step two.
2. Ask the person to report themselves to the Head of the Honor Board within the next 48 hours. If you have not received an email from the Head of Honor Board within 48 hours of the confrontation, you should contact the Honor Board Head yourself. An Honor Board report consists of a brief explanation of the confrontation and an description of the alleged violation, written in an email to honorboard@brynmawr.edu or cwarfield@brynmawr.edu. The co-heads of the Honor Board (Carlee Warfield '23 and Dean Tonja Nixon) will inquire about the situation and determine the best path forward to address the situation.
3. Remember! Confrontations should *only* occur between the parties involved. It is not in the spirit of the Code to discuss possible violations with anyone other than the student directly involved or an Honor Board member. Remember, not every confrontation results in a hearing. It is important to clear up misunderstandings quickly, especially since finals period is a stressful time for everyone!

Sincerely,

The 2021-2022 Honor Board

Contact us: honorboard@brynmawr.edu, cwarfield@brynmawr.edu