Math 102 Spring 2014 Exam Rules

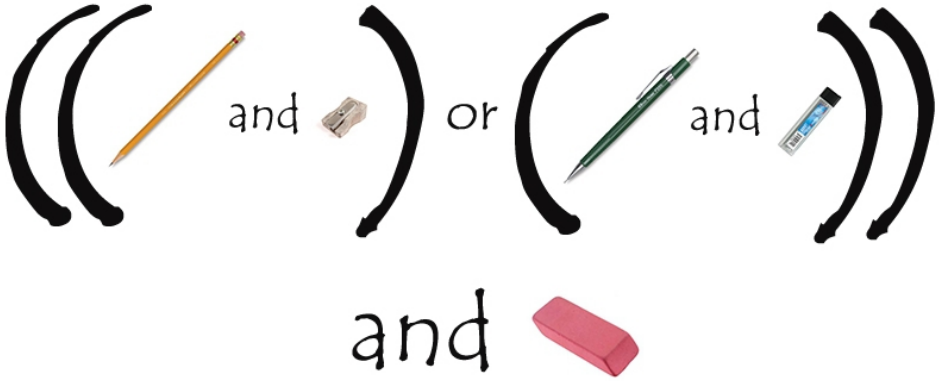
What to bring to the exam

1. **Yourself**
   Make sure that you know the time and the place of the exam. Find and visit your exam place before the day of the exam. Plan ahead so that you arrive to your exam place in time.

   You must take the exam at your assigned place; otherwise, you will be considered not to have taken the exam without an excuse.

2. **Your Bilkent Student ID Card**
   You must have a valid official form of identification, preferably your Bilkent Student ID card, with you during the exam; otherwise, you will not be allowed to sit the exam.

3. **Your tools**
   This course requires you to use a pencil and an eraser in the exams. Make sure that you bring a pencil and a pencil sharpener, or a mechanical pencil and extra lead, as well as a good eraser to the exam.



What not to bring to the exam

1. **Anything that is not listed above**
   Do not bring books, notes, blank sheets or electronic devices of any sort* to the exam place. The only computational or memory devices you are allowed to bring to the exam are your brain and your fingers.

* You may bring a watch with no other functions. Note that you cannot use your phone to check the time.

2. Mobile phones

You are strongly advised against bringing your mobile phone to the exam.

However, if you bring your phone to the exam, then **you must turn it off completely (this means "power off", not "silent mode" or "airplane mode") before the exam starts, and leave it on the proctor's desk for the entire duration of the exam.** Any failure to comply with this rule will automatically be considered as an attempt to cheat and might cost you your course grade.

Make sure that you read this rule carefully, completely understand it, and clearly realize the risk you are taking by bringing a phone to the exam place.

You are advised to mark your phone in some way to make it distinguishable from other phones of the same make.

During the exam

1. Missing the exam

   You can enter the exam if you arrive during the first half hour, but you will not be given extra time. If you arrive more than a half hour late, you cannot enter the exam and the make-up rules apply.

2. You cannot leave the exam place

   You cannot leave the exam place during the first half hour and the last 10 minutes (15 minutes in the final) of the exam. You cannot leave the exam place and return during the exam. You can leave only by handing in your exam booklet, in which case your exam is over.

   If you have a valid and documentable excuse that makes it difficult to take the exam under these conditions, contact your instructor in person at least 72 hours before the exam.

3. Chairs vs desks

   Some classrooms have chairs and some have desks. Visit your exam place and see what kind of accomodations it offers. In particular, if you are left-handed, make sure that the classroom has sufficiently many left-handed chairs.

   If you have a valid and documentable excuse that makes it difficult to take the exam in your assigned classroom, contact your instructor in person at least 72 hours before the exam.