



During examinations faculty and students are expected to adhere to the following:

**Onsite Examinations (Paper and Electronic)**

1. Students must perform their own work with no assistance from any other persons and without use of unauthorized resources unless otherwise approved by the instructor.
2. Communication between students is not permitted during exams unless otherwise approved by the instructor.
3. All personal materials (with the exception of approved equipment necessary for the examination) must be stored at the perimeter of the room before the examination begins. Accessing personal materials during the examination is prohibited.
4. Use of an approved device as specified by the instructor is necessary for technology-based examinations.
5. Students are responsible for ensuring their approved device is properly updated and operational as required for each technology-based examination.
6. Cheating is not tolerated. Unacceptable behaviors include, but are not limited to: looking at another student's test or answers, photographing examinations by any means, dissemination of exam information via messaging or data transfer, and tampering with, disabling, or modifying the technology-based examination.
7. Students should arrive at the examination location on time. Instructors/proctors may admit students after an examination has started at their discretion. Departure and return from an examination (for instance, to use the restroom) is at the discretion of the instructor/proctor.
8. Students must remain in their seats for the duration of an examination or until individually released by the instructor/proctor.

**Online Examinations**

1. Prior to the examination, students must register with the proctoring service and/or identity verification service used by UWS.
2. Students must perform their own work with no assistance from any other persons and without use of unauthorized resources unless otherwise approved by the instructor.



Exams administered prior to or after the scheduled exam administration are considered make-up exams and are addressed in Policy 1223 Makeup Examinations.

**Related Policy:**      [Policy 1223 Make-up Examinations](#)

**Key Words:**            examination, test, procedure