**CONDUCT OF EXAMINATIONS**

**Article I. Proctoring**

There shall be no deliberate proctoring. The person in charge of an examination is free to enter the room and remain, as he or she wishes, for any other reason.

**Article II. Seating Arrangements**

1. It is the responsibility of the instructor to arrange adequate facilities for the administration of examinations.

2. Students should sit in alternate chairs of a row and in alternate rows with the students in line behind each other. When this seating cannot be carried out exactly, students should attempt to retain the effect of this guideline.

3. It is strongly advised that people who study together do not sit close to each other during tests, as their papers are often alike in both right and wrong answers.

**Article III. Pledge**

The examination pledge is required on the examination paper at the end of all final examinations and quizzes, and may appear, at the desire of the instructor, on all other important projects under the Honor System. The pledge serves primarily as a reminder to the student and teacher that the Rice community has an Honor System. The absence of the pledge from academic work normally covered by the Honor System does not remove that work from coverage by the System.

**Article IV. Absence from the Room**

Students may not leave the room during an examination. The examination may not be taken from the room except in the case of self-scheduled examination, or unless otherwise specified by the person administering the examination.

**Article V. Examination Paper**

When taking an examination, a student shall use only the examination booklets or other materials furnished or specified by the instructor.

**Article VI. Take Home Tests**

Tests should be sealed or stapled in such a manner that the material cannot be inadvertently revealed. A notice on the cover of the envelope and at the top of the exam should include guidelines on resources to be used (e.g. open book, closed book, etc.) any time restrictions, and the due date. Timed tests should be sealed immediately upon completion and the time and date the test was taken written on the cover. A secure return mechanism should also be used by the faculty member to ensure the integrity of the returned tests.

**Article VII. Self-Scheduled Final Examinations**

1. Rules governing the taking of self-scheduled exams are issued by the Registrar and should be closely observed.

2. Self-scheduled final examinations are to be arranged by the Registrar's Office and distributed by monitors appointed by the Student Association.

3. Students are not to take self-scheduled examinations in rooms other than the one assigned.

4. The individual students are responsible for returning the examination to the monitor prior to the end of the scheduled examination period.

**Article VIII. Computer Projects**

The individual professor must specify his or her own requirements as to how much assistance a student may get and what kind of resources may be used. The student should keep in mind Owlnet policy and ensure that their files are
secure.

Article IX. Papers

Procedures for crediting and footnoting the class text or outside sources need to be clarified by the professor. The Honor Council assumes that unless otherwise credited, all work submitted by the student is intended to be considered as the student's own work.

Article X. Self-Paced Courses

Instructors in self-paced courses should realize the special nature of their courses and make the necessary provisions to ensure compliance with the spirit of the Honor System.

Article XI. Suggestions

All complaints about examination procedures or suggestions to improve examination procedures should be brought to the attention of the Honor Council.