

IMPORTANT LAB INSTRUCTIONS, PLEASE READ.

- 1- Please do not come late to lab, you might be penalized for being late.
- 2- The use of cell phones, iPods, and any similar devices are not allowed in labs.
- 3- NO text messaging, and all cell phones MUST be OFF, and OFF the desk.
- 4- Please bring FSU ID with you for every quiz/test.
- 5- Make sure that you have your EMPLID number(9 digits) with you (see syllabus in how to obtain the number), also you need to know your blackboard log in name in order to take any quiz/test.
- 6- To login and start the quiz/test on e Grade you need a proctor login name and password (which we do give you every week). When you finish your quiz/test you need to raise your hand to get a new proctor password to grade the quiz/test.
- 7- Make sure that you grade your quiz/test when finished (i.e. you need to see your grade %), otherwise your grade will be zero.
- 8- Make sure to have one browser and one tab open when you start your quiz/test.
- 9- NO CALCULATORS ARE ALLOWED IN THIS COURSE.
- 10- Please be seated according to the seating chart.
- 11- Use your own scrap paper when you practice for the quiz in the beginning . We supply you with scrap paper (ONLY one at a time) when you start the quiz/test. When finished we need our scrap paper back.
- 12- When starting the quiz/test, all the notes must be on the floor and not visible.
- 13- On test days, there will be no practice or asking questions inside the lab. We let you in the room 5 minutes before the start of the test. You can not study inside; you just login and wait for the proctor login name and password. If you want to study more for the last minutes, please stay outside the room.
- 14- Make sure there is nothing (math formulas) written on your desk or under the keyboard. You will be hold responsible even if you did not write it, please erase it.
- 15- No bathroom break when starting the quiz/test , unless you become ill. You are expect to remain in the classroom until you complete your quiz/test.