

Student Exam Protocol

Below are general guidelines for all Questrom exams. These guidelines are in addition to any specific rules announced by your faculty. If you have any concerns about how your exam was administered or conduct during the exam, please contact questromintegrity@bu.edu.

- Bring your BU ID to all exams.
- Use the rest room before the exam begins, you will not be allowed to leave the exam room once the exam has started.
- Place all bags, computers, phones (turned OFF), translators, iWatches ,coats, jackets, skateboards, books, notebooks, and papers against the side walls of the room or up in the front of the room.
- Take hats and hoods off
- Do not sit next to anyone; minimum of 1 seat between each student
- Use only your own desk, not the one next to you
- Do not speak with other students during the exam – if you have a question, raise your hand.
- Keep eyes on your own paper, or straight up in the air – not to your right/left/over the shoulder of the person in front of you.
- If using scantron: Use #2 Pencil only – for bubble sheet/multiple choice questions
- If using scantron: Fill out bubble sheet info correctly and completely. See the Exam Cover Sheet.
- When you are finished, hand your exam in to your instructor or your TA.