Test Taking Procedures

1. Do you have your notes?
   1. This is an open note test, but you can only use your own notes
2. Find a seat
   1. You should not be sitting next to anyone else
   2. No more than two people at a table
   3. You may sit at every other computer (leave one seat in between each person)
3. Look through your notes and find any class sets of packets/PowerPoints that belong to me
   1. Return these to me, you may not use them during the test
4. Pick your music
   1. Put on a playlist as you cannot use your phone/ipod during the test
   2. Make sure you don’t have one song on repeat, that it will continue to play, etc.
5. Do you have a writing utensil?
6. You may not talk during the test
7. You may not go to the restroom during the test
8. You may not use a computer until after you have completed your test