

For distribution to Pharmacy Students by Assistant Dean for Student Services prior to examinations for the academic year

### **EXPECTATIONS OF SCHOOL OF PHARMACY EXAMINEES**

- Check e-mail early on the day of the examination for last minute instructions, notices.
- Arrive on time for the examination. Admission to the exam for late arrivals will be at the discretion of the Instructor.
- Provide personal identification, when requested, upon entering the exam room or before receiving the exam.
- Limit personal belongings at the seat/desk area to two #2 pencils, unless otherwise noted by faculty responsible for the exam.
- Store ball caps or hooded garments prior to seating.
- Abide by the SOP Student Code of Integrity.
- Review course specific testing policy.
- Follow the instructions of the Instructor and Proctors.
- Refrain from making copies of test questions.
- Leave all testing materials in the exam room.
- Remain quiet until after exiting the testing room and do not congregate outside the testing room.

### **EXAMINEES REQUESTING SPECIAL ACCOMMODATIONS**

- Provide the Instructor or Course Coordinator, in a timely manner, with documentation of need. Whenever possible, also provide the Assistant Dean for Student Services with documentation of need.