STETSON UNIVERSITY
COLLEGE OF LAW

FINAL EXAM
INSTRUCTIONS
- Turn OFF all cell phones, and any electronic devices that will beep or make any other noise.

- Place cell phones in your book bag. **Note:** Cell phones are not permitted on your person at any time during the exam.

- No MP3 players, IPODs, headphones or similar devices are allowed during exams.

- Book bags must be placed at the FRONT of the room.
Use your assigned final exam number only

- Use of name on exam or scantron is Honor Code violation

- Misplaced number?
  Please see proctor if you need your exam number
Open Exam Envelope...

- Complete yellow cover sheet and turn in to proctor.

- If there is a scantron, please put that aside for now.

- Put final exam number on envelope, and on all exam pages.

- Put final exam number on any bluebooks you use and number (i.e. 1 of 3, 2 of 3)

- Read all instructions and look up when finished.

Please WAIT until Proctor says to begin exam
Instructions for Scantron Form

- Use a #2 Pencil
- Write the name of your professor on the line entitled Name
- Write the name of your course on the line entitled Subject
- Write your final exam number in the section entitled ID Number and then bubble it in accordingly. This should be done from left to right.
- In the section entitled Test Form, bubble in A unless otherwise instructed.
- **DO NOT FILL IN ANYTHING IN THE SECTION ENTITLED EXAM NUMBER.**
- Erase carefully and completely.
IM Station to request assistance

- Type in your message
- **Return to your seat and start writing in a blue book**
- Raise hand to identify yourself when the IT staff member enters the room
- 5 minute limit of IT support during exam
- You may NOT reboot your own computer – **this is an exam violation**
- IT assistance must be requested to reboot your computer
THE 10-MINUTE WARNING:

Once announced:

■ You MUST REMAIN SEATED until time is called.

■ IT Staff may not assist you during the last 10 minutes

■ Room clock is official time
AT END OF EXAM...
(or if you finish early)

- When time is called –
  - Stop writing or typing – if you continue to type or write, you could be in violation of the Honor Code
- Return ALL materials to envelope
- Do NOT seal envelope
- Place UNSEALED envelope in box at front of room