

Procedure for Note Taking from Exam Keys in Assessment & Learning

1. All notes will be taken using a green “wet erase” sheet and marker (provided at the front desk), which will be turned in once the note taking session is over. No notes may leave A&L.
2. No electronic devices (computers, phones, tablets, cameras, etc.) are allowed out when the student has the exam key. If you get a call or need to check on something on your computer or tablet, you can either:
 - a) Turn the exam key into the front desk temporarily
 - b) Close the key and find a spot well away from any open exam key where you can access your computer/phone.
3. All backpacks are to remain on the floor and zipped closed. No backpacks are allowed on the work surface when you have checked out an exam key.