

THINGS YOU WILL BE GIVEN/ASKED TO DO AT THE EXAM

1. **Blank Memory Keys** – We will provide you with a blank memory key with your name on it. You will not be permitted to use floppy disks, Zip disks or CD-ROMS.
2. **Blind Grading Numbers** – Your blind grading number will be in your exam packet. You will have a different blind grading number for each exam.
3. **Exam File Name** – You will be instructed to title (*i.e.*, type the following on the top of the first page) your exam document as:

your blind grading number
title of the course
name of instructor
semester in which course is taught

You will also be instructed to save the document in your Autumn 2007 - 2008 exam folder as:

your blind grading number -- title of the course

4. **Saving the document to your hard drive** – During the exam, you can save to your hard drive or to your memory key or to both. At the end of the exam, you will be instructed to make a final save to both your memory key and your hard drive. Do not edit your exam document (or even open it) between the time you turn in your memory key to the Registrar and the time you receive your grade.
5. **Saving the document to memory key** – After the exam, you will be instructed to save the exam to the memory key.
6. **Printing your exam** – The Registrar's Office will print your exam exactly as you saved it.
7. **Consider the Risks** – There is the possibility of a computer crash during the exam. If you experience a crash, we recommend that you start writing in a bluebook. (Bluebooks will be provided at the front of the room.) You will not be given any time accommodation in the event of a computer crash. Thus, if you choose to try to reboot your computer, you may lose valuable time.
8. **No Technical Support** – Absolutely no technical support will be available to you during your exam. However, if you had computer problems during the exam, our IT staff will be there to assist you in trying to recover your exam after the end of the exam period.