

MEMORANDUM

TO: All Comparison Students
FROM: Amy Dimitriadis
RE: **Late Arrivals to Comparison Exams (Fall 2022)**

As you know, we are back to live classes and exams for the third consecutive semester!

In the past, we had problems with students arriving late for exams, causing significant delays, and frustrating a number of students who had arrived on time. This has caused tension, frustration and numerous complaints by those who just want to start the section final exams on time.

Accordingly, your proctor will enforce the following rules regarding the starting all Comparison section final exams:

1. Your section final exams will begin promptly at 9:00 a.m. whether you get standard time, time and one-half, or double time. Those with accommodations will be put in separate rooms. Everyone should arrive at least 20 minutes early for the first exam in order to learn the routine that will follow for the remainder of the semester.
2. All students are required to be *in their seats* and ready to take the exam¹ *ten (10) minutes prior to the start of the exam*, e.g., 8:50 for a 9:00 a.m. exam. The proctor will use the 10 minutes prior to the start of the exam to give instructions and handle administrative matters that may arise.
3. The proctor will leave an area in the front row in the exam room clear at the start of the exam.
4. If you are not in your seat and ready to begin *at least 10 minutes before the start time of the exam*, e.g., 8:50 for a 9:00 a.m. exam, the proctor will deny you admission to the examination room at that time, and you will be forced to wait outside the exam room until the proctor has begun the exam for those who arrived timely. Please do not give the proctor a hard time for enforcing this rule; any abusive behavior will be reported to the administration.
5. Once the proctor has begun the exam for those who have arrived timely, s/he will step outside the exam room and deal with those who arrived late. The

¹ Exam ready means that you will be in your seat, one person to a desk, all devices are powered OFF and not on or near your person. All materials are stored away from your person. No items, other than No. 2 pencils/erasers may be on or near you.

proctor will require you to leave everything you have outside of the examination room except pencils and the exam materials s/he gives you. You will not be permitted to bring a cell phone or other electronic device into the exam room if you arrive late. You will not be allowed to bring jackets or excess clothing into the exam room if you arrive late.

6. When the proctor allows, you will take your pencils and the exam materials given by the proctor and quietly go into the exam room. You will sit in the front row in one of the seats that have been left empty. You may begin taking the exam immediately.
7. You will finish your exam with everyone else in the room and will not receive additional time due to your late arrival.
8. There will be *no exceptions* to these rules; if you are not in your seat at least 10 minutes prior to the scheduled start time (regardless of the reason) you will not be allowed to start the exam with the other students and will not receive additional time to complete the exam. The best way to deal with this fact is to ensure that you arrive with plenty of time to spare.
9. If you refuse to follow these guidelines or cause a disturbance as a result of the proctor's enforcement of them, s/he will report the matter to me, and I will in turn notify the administration so it may consider appropriate disciplinary procedures.

I'm sorry that past practice has required the implementation of this policy, but Comparison is a stressful enough course already and late arrivals should not distract or frustrate students who merely want to take their exams under appropriate conditions.

Thank you.