

IMPORTANT LAB INSTRUCTIONS, PLEASE READ.

1. Please do not come late to lab, you might be penalized for being late.
2. The use of cell phones, iPods, and any similar devices are **not allowed** in labs.
3. NO text messaging, and all **cell phones must be OFF.**
4. Please bring FSU ID with you for every quiz/test.
5. Make sure that you have your FSU security number (**FSUSN**) with you in order to take any Quiz/test. The link for FSUSN is <http://registrar.fsu.edu/services/fsusn/apdefault.htm>.
6. To login and start the quiz/test on eGrade you need a proctor login name and password (which we do give you every week).
7. Make sure that you grade your quiz/test when finished (i.e. you need to see your grade %). Otherwise, your grade will be zero.
8. Make sure to have one browser and one tab open when you start your quiz/test.
9. NO CALCULATORS ARE ALLOWED IN THIS COURSE.
10. Please be seated according to the seating chart.
11. Make sure there is nothing written on your desk or under the keyboard. You will be responsible even if you did not write it, please erase it.
12. Use your own scrap paper when you practice for the quiz in the beginning. We will supply you with scrap paper when you start the quiz/test. If you need more scrap paper, raise your hand, and we will collect your old sheet of scrap paper and give you a new sheet. So, at any given time, you will have one sheet and only one sheet of scratch paper with you. When finished, we need our scrap paper back.
13. When starting the quiz/test, all the notes must be on the floor and not visible.
14. On test days, there will be no practice or asking questions inside the lab. We let you in the room 5 minutes before the start of the test. You cannot study inside; you just login and wait for the proctor login name and password. If you want to study more for the last minutes, please stay outside the room.