

## **IMPORTANT LAB INSTRUCTIONS, PLEASE READ.**

1. **Please do not come late to lab.**
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, and OFF the desk.**
4. **Please bring FSU ID with you for every quiz/test.**
5. **You need to log in to your Canvas course site and access MyMathLab from your course site in order to take any quiz/test.**
6. **To login and start the quiz/test on MyMathLab, you need a proctor password (which will be given to you every week).**
7. **Make sure that you submit your quiz/test when finished (i.e. you need to see your grade %), otherwise your grade will be zero.**
8. **Make sure to have ONLY your quiz/test window opened when you start your quiz/test.**
9. **Only the calculator on the desktop of the computers in your lab room will be allowed on quizzes/tests. Absolutely NO other calculators will be allowed!**
10. **Please be seated according to the seating chart.**
11. **Use your own scrap paper when you practice for the quiz in the beginning. We supply you with scrap paper (ONLY one at a time) when you start the quiz/test. When finished, you need to turn leave your scrap paper in the box at the front of the room before leaving.**
12. **When starting the quiz/test, all the notes must be on the floor and not visible.**
13. **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 password. If you want to study more for the last minutes, please stay outside the room.**
14. **Make sure there is nothing (math formulas) written on your desk or under the keyboard. You will be held responsible even if you did not write it, please erase it.**
15. **No bathroom break when starting the quiz/test, unless you become ill. You are expected to remain in the classroom until you complete your quiz/test.**