

Self-Scheduled Exam FAQ

Compiled by the 2014-2015 Honor Board

What's the difference between self-scheduled, scheduled, and take-home exams?

Self-scheduled exams are a privilege given by the faculty in recognition of the Academic Honor Code at Bryn Mawr. This doesn't mean that you can take the exam wherever and whenever you want to, though – exams must be taken during one of the three-hour self-scheduled exam periods designated by the registrar's office in one of the designated rooms. It's up to you which of these time slots and spaces you choose.

Scheduled exams take place during the beginning of the finals period. They're more common for film, art history, and intermediate and beginning language courses that have audio or visual components as part of the exam.

Take-home exams vary significantly in length and format. Your professor will let you know what the guidelines are, but you should feel free to ask questions if something is unclear. For more information, including lists of courses with scheduled and self-scheduled exams, please visit the [Registrar's Office website](#).

Where and when are self-scheduled exams offered?

Self-scheduled exams are offered during a number of time slots throughout the exam period, usually 9:30 a.m.-12:30 p.m., 2:00 p.m.-5:00 p.m., and sometimes 7:00 p.m.-10:00 p.m. The full schedule is available [here](#). Self-scheduled exams can be taken in designated rooms in Taylor Hall and Park. Several of the rooms are designated for open book exams; beyond that you can take the exam in whichever room you want.

How to I pick up and drop off a self-scheduled exam?

Pickup and drop-off of self-scheduled exams takes place on the Upper Level of Guild Hall. You *must* pick up your exam at the beginning of the exam period, even if you think it won't take the full three hours. Ideally, you should come pick up your exam a few minutes before the scheduled start time, so that you have time to get to the testing room. If you arrive more than 15 minutes past the scheduled start time, you may not be able to take your exam at that time.

When you're done with your exam, return it immediately to the Upper Level of Guild. Exams should be returned within five minutes of the end of the exam period (with some flexibility to allow students time to get from Park to Guild).

Who are proctors and what do they do?

Proctors are student volunteers who help to ensure that testing goes smoothly. They pass out exams before the exam period starts, and then are stationed outside the exam rooms. They aren't there to monitor students; rather they help keep noise down in the hall, and can help you if your exam is missing a page, if you become ill, or if there's some other emergency during the exam. There will always be at least one proctor in both Taylor and Park.

What if my exam is open book?

If your professor allows any outside resources (e.g. dictionaries, formula sheets, or notes) to be used during the exam, you need to take your exam in one of the open book rooms. Only students taking open book exams can use these rooms, which are typically Taylor B and Park 336/337. Calculators can be used in any exam room.

What's the deal with blue books?

You should use a blue book for any long written responses or essays that may be part of your exam, unless otherwise specified by your professor. Blue books are provided in all of the testing rooms; ask your proctor if you need more. You can also use blue books as scratch paper or to write an outline. Submit all blue books you have used along with your exam.

What should I do if there's an emergency?

If there's a problem with your exam, write the time at which you stopped on the exam envelope and notify the proctor in your building. You will be given a correct exam, and the amount of time you had remaining in the testing period to complete it.

If you become ill or there's some other emergency, write the time at which you had to stop on the exam envelope, and give all your exam materials (including blue books) to the proctor in your building. After doing so, you **must** go directly to the Health Center if you are ill. If the Health Center is closed and you need immediate medical attention, call Campus Safety.

If you have further questions about final exams at Bryn Mawr, feel free to contact:

- Head of the Honor Board (honorboard@brynmawr.edu) or other Honor Board members
- Registrar's Office (registrar@brynmawr.edu or in person in Guild Hall)
- Access Services (dalder@brynmawr.edu)
- Deans
- Peer Mentors
- Academic Support & Learning Resources Specialist (rheiser@brynmawr.edu)

More information:

[Honor Code Rules for Self-Scheduled Exams](#)

[Bryn Mawr College Honor Code](#)

[Bryn Mawr College Campus Map](#)

[Registrar's Office Exam Information](#)