

Rules and Things to Remember for taking the RTW Essay Assessment

1. Material allowed or forbidden during testing

ii. You can only keep your writing tools – an **exam book** where you will write your essay will be provided.

ii. All **books, papers, notebooks** etc. must be placed inside your bag (backpack etc.) and left at the front of the room. If you do not have a bag, you must place all your material at the front of the room, also. ***We do not take responsibility if any of your items are lost or stolen. We prefer you leave items at home.***

iii. **Cellular phones** must be turned off before entering the class and placed in your closed bag (not in your pocket). You are not allowed to use a cellular phone during an exam. Doing so will result in the termination of your exam time (your exam being taken from you at this point). Likewise **i-pads** or **i-pods** (or similar devices) are not allowed. The use of **personal computers** is not allowed during the test. ***We prefer that none of these items are brought to the exam and take no responsibility if they are lost or stolen.***

iv. Baseball caps with visors and any kinds of prescribed **headgear** or hoodies hiding your eyes are not permitted.

2. Attendance and special accommodation

i. Do not **leave the room** during the exam except in case of emergency. This includes restroom use; be sure to use the restroom before the beginning of the exam.

ii. If you arrive **late** to the exam, you cannot expect to get extra time after the official end of the exam to make up for the missing time at the beginning.

iii. If you have a **documented disability**, please inform the advisers (econadv@uw.edu) when you sign up for the test so that arrangements can be made with the Office of Disability Resources for Students allowing you to take the test under their supervision.

3. Academic honesty

i. Exams are individual work and **cheating will not be tolerated**. Students must not glance at their neighbors' exams.

ii. Academic integrity is the cornerstone of the Department's rules for student conduct and evaluation of student learning. Students accused of academic misconduct will be referred directly to the **Office of Community Standards and Student Conduct** for disciplinary action pursuant to the Student Conduct Code and, if found guilty, will be subject to sanctions.