

To: Mathematics and Statistics Instructors
From: Dan Coster, Assistant Department Head
Topic: Active Cell Phones and Wireless Devices *Not* Allowed in Exam Rooms
Date: August 26, 2005

Colleagues:

The USU Administration recently advised us that they were aware of one or more instances of the misuse of electronic devices, such as camera phones and wireless enabled devices, during examinations. One specific instance involved the use of camera phones: one student photographed an image of his/her paper and sent it to another student in the same room. Clearly, other wireless capable devices could be used to send and receive information during a test. If you have an unusual situation involving the policy below, please discuss it with your course supervisor, or with Dr Coster.

Please read the following policy to your students at least once, and immediately before a midterm and the final:

The policy of the Department of Mathematics and Statistics is that, unless an examination requires a specific technology device, no electronic devices can be activated and positioned where they can be seen or used during a test. In particular, cell phones must be turned off and placed inside bags, or left with the instructor. Cell phones should not be in pockets or attached to belts during a test. The same is true of any wireless capable device. Furthermore, headphones cannot be worn. A student found to be violating this policy would automatically receive a score of zero on that test and may be subject to further disciplinary action.

Courses requiring ordinary or graphing calculators will continue to allow such devices, but the devices must not be wireless capable devices or portable computers, personal data assistants (PDA's), or devices otherwise able to send and/or receive voice messages, data, graphics or photographic images.

In the unusual circumstances that a student needs his/her cell phone active during a test because an emergency call is expected, the active cell phone must be left at the front of the room with the instructor.
