

DLC Syllabus and Blackboard/Canvas Blurb:

Digital Learning Center Exam Commons

Procedures:

Exams for this course will be taken under electronic supervision at Digital Learning Center, which is located in the Adele Coryell Hall Learning Commons. All testing times are pre-scheduled and exams will be completed on a computer. Before you begin an exam, you must place your personal items in your pre-assigned locker and check-in with Digital Learning Center staff at the front desk. When you have completed your exam, you must check-out at the front desk.

Guidelines:

- All testing times are pre-scheduled by students. All students are responsible for self sign-up and early sign-up is recommended. Time slots fill up quickly.
- All students are required to have their current N-Card to test. Other forms of ID will not be accepted as a substitute for N-Cards. DLC staff reserve the right to ask for a second ID if needed for identity verification.
- All students will receive two pieces of barcoded scratch paper for their exam. This paper will be scanned in to students upon check-in and scanned out upon check-out.
- Only permitted items are allowed at your computer station during testing, including your N-Card, DLC provided barcoded scratch paper, and writing utensils. Nothing else is allowed at your computer station unless your instructor has made prior arrangements with the DLC.
- All exams must be submitted for grading at the posted closing time. Students will not be given additional time to finish their exams past the posted closing time.

To schedule your exam, please visit <http://dlc-reserve.unl.edu>. For more information about the Exam Commons location, operating hours and student guidelines, please visit <http://dlc.unl.edu>.