BLUEBOOK WRITERS

CAREFULLY READ ALL INSTRUCTIONS. IGNORANCE OF ANY RULE OR PROCEDURE WILL NOT BE ACCEPTED AS AN EXCUSE FOR VIOLATION.

Your name is NOT to be placed on your bluebooks, scantrons, or exams!

- You must use your six-digit exam number on all exams, scantrons, and bluebooks.
- Write on the front of each page in the bluebook.
- Skip a space between the lines as you write.
- If you make a mistake or change your mind during an analysis, cross the information out and continue the exam.
- Do not rip out any pages of the Bluebooks.
- Place the following information on all bluebooks used for exams:
  - Example,
    - Property (course name)
    - Professor Larson (your professor’s name)
    - Exam Number - #838900
- If more than one examination booklet is used, students must, within the amount of time allowed for the examination, fill in the front of each booklet and number the booklets consecutively: Book I, II, etc. (Place all extra bluebooks inside Book I)
- At the conclusion of the exam, place exam, scantrons, and all materials inside your bluebooks.
- ALL EXAM MATERIALS MUST BE TURNED INTO THE PROCTOR BEFORE LEAVING THE ROOM!

WRITING UTENSILS

You MUST have your own writing utensils during exams. Pencils are only provided by the professors when a scantron accompanies the exam. The Registrar’s Office does not supply pencils or other necessary tools for exams.