BEFORE THE EXAM:
You must register for the exam in advance. Registration will close one month prior to the exam.

You will take exams in a computer lab on the John Jay College Campus. To use the computers, you must have a John Jay College email and password. Before the exam date, please make sure that your email and password is up-to-date and working. If you are having issues contact the John Jay Help Desk at 212.237.8200 before the date of the exam.

Please keep track of email messages for special instructions and notices about the upcoming exam.

AT THE EXAM:
Please make sure to arrive at the exam testing location at least 15 minutes prior to the exam start time. If you show up more than 15 minutes late you will not be allowed to take the exam. If you miss the morning exam you may take the afternoon exam. If you arrive late to any of the exams, you will not be given additional time.

You must show proper ID in order to receive the exam. The exam will be proctored by a member of the faculty or administrative staff. No one is allowed to enter the exam room until a proctor is present.

Accessing the Internet or using any programs other than a word processing program during the examination period is strictly prohibited. You may not use a flash drive before, during, or after the exam.

Before you begin, an instruction page will be provided with a student number assigned to you in order to preserve exam anonymity. You must use this number instead of your name on your exam response.

You will be provided scratch paper for making notes during the exam. Do not bring paper with you.

During the exam, you may leave the room to use the restroom. If you do, it is your responsibility to make sure that nobody else has left the room at that time. If more than one student is absent from the room at any given time, the doctoral program has the authority to invalidate the entire examination for those students who are not in compliance. During the exam period, you are not allowed to leave the examination room during the examination period for any other reason.

AT THE END OF THE EXAM:
Please allow yourself time at the end of the exam to re-read your exam and make corrections.

It is your responsibility to print the exam response, if you wish to do so, before you leave the exam room.

You must turn in all material—exam questions and notes you may have written on scratch paper—at end of the examination.

You will be allowed to email yourself a copy of your exam response. But this email must cc to the College Assistant of the CRJ PhD program.

The examination will be graded as quickly as possible. Graders will only be able to identify exams by number. The list connecting exams and student numbers will be held by the PhD program. You will receive exam results in writing.

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