

# Case Grader Guidelines for Students

CIS 1113, CIS 1503 and CIS 1103 students

*This form must be signed before each exam and turned into your instructor.*

These guidelines should be followed for the Case Grader product to be used.

The following cases will be opened for your practice.

Word Case #1

Excel Case#1

Access Case #1

**These are the only Cases that should be launched on your own!**

All other work must be completed and submitted in class during testing time.

Any work submitted outside of testing time will be counted as a ZERO!

Submissions are time and date stamped.

Students will work on the file in class for 60 minutes and turn the file back into Case Grader during class appointed time.

Students must reboot their computers after each class period.

You have read, understand, and will abide by the conditions listed above.

NAME:

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DATE:

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TEST:

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