Guidelines

Attendance for Lab sessions

You should only attend the lab session to which you have registered. If you do not attend your registered lab session, you will lose the attendance for that lab.

Lab Submissions

A Lab submission has two parts: Submission mode and Submission deadline.

The submission mode can be one of the following.

1. Demo in the lab
2. Submit the lab via Turnin
3. Submit the lab via Turnin and Demo in the lab

Each Lab assignment will have a submission mode and a deadline associated with it. All submissions should be completed by the specified deadline. For exceptions, see Lab late submission policy and see Lab Extensions.

Lab Late Submission Policy

Every student will have only two labs which can be turned-in upto one week later than the published deadline. Follow these steps to use a late submission.

1. You MUST inform the TA before the published deadline regarding the late submission of the lab.
2. You should turn-in the lab within one week from published deadline or demo the lab to your TA in the next lab session.
3. Each of the two late submissions will be penalized 15% of the grade of the final submission
4. There are only two late submissions allowed. All other late submissions will receive zero.

Lab Extensions

Extensions should only be requested if there is an exceptional and compelling circumstance and proper documentation is required for your request to be considered. Please do not request an extension if that is not the case. So start early!
Extensions on a labs' due date are subject to approval by the Course instructor. Please contact your instructor with the relevant documentation to request an extension.

Lab regrade requests

All Lab regrade requests should be requested via email and should follow policies on Grade related
issues. The email should follow the format mentioned in Section on Email format.

Piazza

Use Piazza for all course related discussions. We won't be able to help you over email in completing an assignment. Keep the following in mind when making posts on Piazza.

1. Do NOT post your code on Piazza.
2. Do NOT post a regrade request on Piazza. Please email the concerned GTA (use purdue email). The email guidelines are below.
3. Your question may already be addressed in a earlier Piazza posts. Search!

Email format and Response time

Emails are recommended in cases where student has a specific question to the TA of the Lab. If you think that the question you have is useful for your classmates too then please post on Piazza instead of sending email. You should mail us from your official Purdue mail account. When writing an email to the course personnel the subject line should be in the following format.

[CS240-S16-<Lecture Section>-<Lab Section>-<Purdue userid>] <Your Subject title goes here>

Some examples-
- [CS240-S16-LE1-L01-pfermat] Turnin problem
- [CS240-S16-LE2-L12-aturing] Discrepancy in lab05 grade

You can expect a response within 36 hours during the weekdays; however emails are likely to not be responded to during weekends.

NOTE: It will be up to Course instructors/TAs discretion to address emails that do not correspond to the guidelines.

Accommodations for Students with Disabilities

Purdue University provides special accommodations to students with disabilities. The accommodations for exams are managed between the Course instructors, student and DRC Testing Center.

You should contact the Course Instructor and provide him with a copy of your accommodations letter within the first 3 week of classes and inform him ahead of time if you plan to take your exams with accommodations in the testing center. It is your responsibility to initiate contact regarding any academic adjustments needed for the course. This should happen as soon as possible and may be done by scheduling a meeting with him which can be done via email.
Steps to take:

- Talk with the Course instructor as soon as possible about your accommodation needs, including the fact that you'll be taking your exams at the DRC Testing Center if you plan to do so.
- Contact the DRC Testing Center in YOUNG via http://www.purdue.edu/drctesting to start the appointment scheduling process.

**NOTE: We can only provide accommodations listed on your letter.**

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**Midsemester Exams**

Your midsemester exams will be conducted on computers during your normal lab times. You will have a “live” system but it will be disconnected from the Internet during the exams. The following policies apply to the exams because we want to give all students equal opportunity to demonstrate mastery of the course material:

- The system will not go “live” until 5 minutes after the start of lab. Do not try to log in until told to do so by the TA. Arrive on time. If you arrive late you will not be given extra time to complete the exam.
- The exams are closed notes, closed book — do not bring those items with you. The man command is available on your system, however, if you need to refresh your memory of how a library routine works.
- You are not allowed any form of computing device other than the lab computers. No laptops, tablets, smart phones, Google glasses, or similar. Also, you are not allowed any flash drives/USB, wireless mice, or anything else to add to the computer. If you are found using any such item, you will receive an automatic zero on the exam. (Advice: turn your cell phone off, and put them away during the exam.)
- You are allowed to use whatever editor is available in the test environment. We recommend vi/vim because we know it is there and tested. No IDE is allowed, nor are special plug-ins or extensions. Your personalized customization files (e.g., .vimrc) will not be available to you in the test environment, so don’t get too dependent on special settings. (The same goes for shell aliases.)
- You will have 75 minutes for the exams, and 3 problems. Allocate your time wisely.
- If you have a documented need for accommodation (i.e., certified by the Dean of Students office) you should remind your TA of this before the exam is given. If you are have a documented need for 150% time to take the exam, then you will be given 115 minutes during the lab period. If you have some other accommodation, please check with your lecture instructor (Dr. Bellur or Dr. Spafford) well in advance.
- No headphones or earpieces are allowed unless you have a documented accommodation for them from the Dean of Students office that you have presented to the TA proctoring the exam.
- Any attempt to alter the test environment configuration, either to connect outside your machine or to interfere with someone else’s test, will result in an automatic zero on the exam. Unplugging or disconnecting your computer, or taking explicit action to disable or crash your system will also result in a zero (we have extensive logging, so we can tell).
- The TAs can answer limited questions during the exam. They will not answer questions about C syntax, about library functions, or about how to use basic tools (vi,vim, make, gcc) — those are things you should know and are being tested on.
- Exams are randomized, and the exam you get will almost certainly not be the same as someone else’s. Even so, do not discuss your exam questions with others in the class until after the week of
Grading Related Issues

**NOTE**: Requests for regrading a Lab/Exam/Quiz must be sent within 5 days from the date of the grade publication in Blackboard.

1. **Lab assignments**: Contact the GTA of your lab section. Explain to her the reason you think there is an issue and she will help you get it resolved.
2. **Exams**: Contact the GTA of your lab section. Explain to her the reason you think there is an issue and she will help you get it resolved.
3. **Quizzes**: Contact your course instructor. Explain to him the reason you think there is an issue and he will help you get it resolved.

Note: A regrade request can also reduce your current score as we will re-evaluate your entire assignment.

Others

For any other issues that are not listed above, please contact your Course instructor.

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