

EXAM 1 PROCEDURE

Dr. LaBrake 11 AM

51535

CH302 Spring 2013

Time/Date: Wednesday Feb 6 from 7-9 pm

WCH 1.120 version # 1-300

WEL 2.246 version # 301+

BEFORE THE EXAM

11. The exam will begin at 7:00 pm-- do not begin until a TA directs you to do so. Students will be permitted to enter the exam room at 6:50 pm.
12. Backpacks/bags/hats/cell phones and all personal items will be placed at the front of the room.
13. Only photo IDs, pencils and non-graphing calculators will be allowed at the student's seat.
14. **EXAMS ARE ORDERED BY VERSION NUMBER, where the lowest version number is at the front of the room and the highest version number is at the back of the room.**
15. **Student finds appropriate seat – check the bubblesheet for correct EID and version number. DO NOT START THE EXAM UNTIL DIRECTED BY A TA.**

AFTER THE EXAM STARTS

16. Check to see that the exam packet includes 3 items:
 - a. Multiple choice exam (version #s are pre-printed)
 - b. Bubblesheet (EID and version # are pre-printed) and Periodic Table
 - c. Free-response exam (might be front and back)
17. **STUDENTS: MAKE SURE THE VERSION NUMBER AND EID ON THE BUBBLESHEET AND MC PORTION OF THE EXAM MATCH**

**ALL FREE RESPONSE ANSWERS MUST BE CONTAINED WITHIN THE BOXES
– A PENALTY WILL APPLY IF STUDENTS WRITE OUTSIDE THE BOXES.**

TURNING IN THE EXAM

18. Place scratch paper inside the front cover of the multiple-choice exam. Gather exam materials and photo ID and proceed to front of exam room.
19. Present photo-ID to TA/proctor and turn in the exam: the TA will check student's name/version number off the list
20. There are 3 stacks of exam materials at the front of the room
 4. MC exam (with scratch paper inside)
 5. Bubblesheet (with Free Response answers on back)
 6. Free Response exam