

EXAM 1 PROCEDURE

Dr. LaBrake 1230 PM

51525

CH302 Spring 2013

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

JGB 2.324 version # 1- 175

WEL 2.122 version # 176+

BEFORE THE EXAM

21. 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.
22. Backpacks/bags/hats/cell phones and all personal items will be placed at the front of the room.
23. Only photo IDs, pencils and non-graphing calculators will be allowed at the student's seat.
- 24. 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.**
- 25. 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

26. 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)

- 27. 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

28. 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.
29. Present photo-ID to TA/proctor and turn in the exam: the TA will check student's name/version number off the list
30. There are 3 stacks of exam materials at the front of the room
 7. MC exam (with scratch paper inside)
 8. Bubblesheet (with Free Response answers on back)
 9. Free Response exam