

## **EXAM 1 PROCEDURE**

**Dr. Vanden Bout 930 AM 51540**

**CH302 Spring 2013**

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

UTC 2.102A version # 1- 250

BEL 328 version # 251+

### **BEFORE THE EXAM**

1. 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.
2. Backpacks/bags/hats/cell phones and all personal items will be placed at the front of the room.
3. Only photo IDs, pencils and non-graphing calculators will be allowed at the student's seat.
4. **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.**
5. **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**

6. 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)

7. **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**

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