

## UNIT 8 EXAM PROCEDURE

Dr. LaBrake 1230 PM

51525

CH302 Spring 2013

Time/Date: Wednesday May 1 from 7-9 pm

WEL 2.122 version 1-195

WEL 2.304 version 196+

### BEFORE THE EXAM

1. NO BAGS ALLOWED
2. Students will be permitted to enter the exam room at 6:50 pm. The exam will begin around 7:00 pm-- do not begin until a TA directs you to do so. Students will be allotted exactly 2 hours to complete the exam.
3. Only photo IDs, pencils and non-graphing calculators are 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 bubble sheet for correct EID and version number. DO NOT START THE EXAM UNTIL DIRECTED BY A TA.**

**6. CALCULATOR CHECK – TAs, LAs, proctors will check calculators**

### AFTER THE EXAM STARTS

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

**ALL FREE RESPONSE ANSWERS (and accompanying work) MUST BE CONTAINED WITHIN THE BOXES**

**– A PENALTY WILL APPLY IF STUDENTS WRITE OUTSIDE THE BOXES.**

### TURNING IN THE EXAM

9. 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.
10. Present photo-ID to TA/proctor and turn in the exam: the TA will check student's name/version number off the list
11. There are 3 stacks of exam materials at the front of the room
  7. MC exam (with scratch paper inside) – NAME ON FRONT
  8. Bubble sheet - SIGNED
  9. Free Response exam – NAME, EID, and Version # on front