

## FINAL EXAM PROCEDURE

Dr. LaBrake 11 AM

51535

CH302 Spring 2013

Final Exam Friday, May 10 from 9am-noon

WEL 2.224 vs# 1-220

UTC 2.112A vs# 221+

### BEFORE THE EXAM

1. NO BAGS ALLOWED
2. Students will be permitted to enter the exam room at 8:50 am. The exam will begin around 9:00 am-- do not begin until a TA directs you to do so. Students will be allotted exactly 3 hours to complete the exam.
3. Only photo IDs, pencils and non-graphing calculators are allowed at the student's seat. Calculator lids must be removed
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.**

### AFTER THE EXAM STARTS

6. Check to see that the exam packet includes 2 items:
  - a. Multiple choice exam (version #s are pre-printed)
  - b. Bubble sheet (EID and version # are pre-printed) and Periodic Table
7. **STUDENTS: MAKE SURE THE VERSION NUMBER AND EID ON THE BUBBLESHEET AND MC PORTION OF THE EXAM MATCH**

### 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 2 stacks of exam materials at the front of the room
  - a. MC exam (with scratch paper inside) – NAME ON FRONT
  - b. Bubble sheet - SIGNED