

FINAL EXAM PROCEDURE

Dr. LaBrake 1230 PM

51525

CH302 Spring 2013

Final Exam Saturday, May 11 from 7pm-10pm

WEL 1.308 vs# 1-160

WEL 1.316 vs# 161+

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 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