To: **Math 20095 Alg for Calc Stretch Instructors**

From: Mary Date: Spring 2015

Subject: **FINAL EXAM**

1. The block final exam is on ***Tuesday, May 5 2015, from*** **3:15 - 5:30 PM*.*** You may pick up your exam

 materials in 233 MSB after 1:00 that day. Be sure to count your copies and make sure you have enough of the

 proper exams. The MATH 11009 and Math 11010 exams look similar to ours, so be sure yours have the words

 “Algebra for Calculus Stretch I” or “Algebra for Calculus Stretch II” in the title.

2. Starting **MONDAY, April 20 2015,** and continuing **EVERY CLASS DAY**, write the **day, date, time, and**

 **place** of the final exam **ON THE CHALKBOARD**, **NOT** TO BE ERASED DURING CLASS. You'd be surprised

 how many students call the office during finals week asking about the final exam. These calls are a nuisance

 because they are unnecessary. Please email this information to your students.

3. Do NOT mention the possibility of a make-up exam, though if one is absolutely unavoidable, you may pick up

 an exam from me. **You are responsible for administering and grading any make-ups from your students.**

4. Calculators **are** permitted on the exam.

5. Students need two #2 pencils and their KSU ID. Remember to TAKE ATTENDANCE and CHECK KSU IDs

 on exam day. (You can simply have each student put his on his desk, while you walk around the room

 checking -- as they take the test.)

7. Students finishing early may leave.

8. Sometime before the semester ends, visit the classroom where your final is to be given and decide upon

 seating arrangements. Some instructors arrange a seating chart and distribute it to students early. One

 suggestion -- put good students near good students and poor students, perhaps in front, near other poor

 students.

9. There will be two versions of each exam. Be sure the color of the scantron sheet matches the color of the exam

 **for each**  **student**. Distribute the exams, alternating the colors by “columns” to the back of the room, so those

 students with one color of the exam are next to students with the other color.

10. Be sure to have students **CAREFULLY BUBBLE IN THEIR NAME, THEIR BANNER ID NUMBER,**

 **AND YOUR CLASS CRN.**  (The CRN number will be written on the envelope containing your

 exams.) **Please check** the CRN on **each individual paper** before handing them to me!!!!!!! Missing or

 incorrect CRNs result in students being left off your computerized test results.

11. When you have collected and checked all papers, bring them to me in my office 339 math building.

 PLEASE WAIT until I get there. **DO NOT** just drop off your tests and leave. Thank you!

12. We will meet at **1:00 pm Wed May 6 for Stretch I and 1:30 Wed May 6 for Stretch II** in 114 MSB to receive

 grades and possibly talk about the item analysis.

13. When figuring your final grades, please count the final exam score as approximately **20**-**25% of the final**

 **grade for each student.**