To: **Math 20095 Alg for Calc Stretch EVENING INSTRUCTORS**

***(Hessah, William Hanlon, Serge Phanzu, Michael Henry)***

From: Mary Date: Spring 2015

Subject: **FINAL EXAM**

1. Because your class is an evening class, starting AFTER 5:00 PM, your students DO NOT take the final at the

 block final time. Instead, your final exam time follows the regular exam schedule and is to be given on

 ***MONDAY, May 4, from*** **5:45 - 8:00 PM *in your regular classroom.***

 I will ask the office staff to create an exam packet for you, however, so that your students take the same exam

 as those taking it during the block final time. You may pick up your exam materials in 233 MSB after 1:00 on

 Monday May 4. Be sure to pick them up before the office closes at 5:00 PM.

 Also, 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. You might consider making a special seating arrangement for the exam. 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, room 339 on **Tues May 5 at**

 **2:00 pm.** Please bring the used and new booklets and scantrons I will include these exams with the day

 sections for scanning. 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.**