

To: **Math 11009 INSTRUCTORS**

From: Bev

Date: Spring 2014

Subject: **FINAL EXAM**

1. The final exam is on **THURSDAY, MAY 8, 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 11010 exams look similar to ours, so be sure yours have the words "Modeling Algebra" in the title.
2. Starting **MONDAY APRIL 21** and continuing **EVERY CLASS FOR THE NEXT TWO WEEKS**, put 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.
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 answer 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 NUMBER**. (The CRN number will be written on the envelope containing your exams.) **Please check** the CRN number on **each individual paper** before handing them to me!!!!!! Missing or incorrect call numbers result in students being left off your computerized test results.
11. When you have collected and checked all papers, bring them to me in the math library, 3rd floor. PLEASE WAIT UNTIL I COME TO THE LIBRARY. **DO NOT** just drop off your tests and leave. Thank you!
12. We will meet at **2:00 p.m. on FRIDAY, MAY 9**, in 108 MSB to receive grades and determine a grading scale.
13. When figuring your final grades, please count the final exam score as approximately **25% of the final grade for each student**.