To: **Math 11010 INSTRUCTORS**

From: Bev Date: Spring 2015

Subject: **FINAL EXAM**

1. The final exam is on ***TUESDAY, MAY 5, 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 exams look similar to ours, so be sure yours have the words “Algebra for

 Calculus” in the title.

2. Starting **MONDAY, APRIL 13,** and continuing **EVERY CLASS DAY**, write the **day, date, time, and**

 **place** of the final exam **ON THE CHALKBOARD OR WHITEBOARD**, **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 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 Scale Up lab on the 3rd floor. PLEASE

 WAIT UNTIL I COME TO THE SCALEUP LAB. **DO NOT** just drop off your tests and leave. Thank you!

12. We will meet at **noon on WEDNESDAY, MAY 6** 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.**