

Policies and Procedures for Taking Summer 2009 Final Lab Practical Examination

BEFORE ENTERING

- **Everyone MUST sign their exam paper and initial by the academic Honor Policy statement.**
- **Circle your answer (Yes or No) to part to clearly indicate whether you want to give us permission to post your grade - using the last 4 digits of your ss#. No other marks can be accepted.**
- **Fill out the top part - your name, TA's name, lab section # and the exam session #**
- **Fold your answer sheet in half lengthwise for a cover sheet.**

ONCE INSIDE THE EXAM ROOM

- Select a station, then **circle the question where you begin**. Add this number to the box on the reverse side of the sheet.
- You may use your answer sheet as scrap paper to **make notes** etc.
- **Read each question carefully** and give an exact answer. e.g. Do not give *CLASS* if the question asks for *PHYLUM*.
- Make sure that your answer is **legible**.
- Do not give several answers; only the first one will be looked at.
- For **multiple choice** questions there may be more than one correct letter. You must give all of them to get full credit.
- None or N/A is an acceptable answer in some exams, so **answer carefully**.
- Keep your paper folded with the **blank side facing up** to protect your answers during the exam at ALL times. Open it only when you need to write on it.

TIME

- First round Final = **90 seconds per station**
- Second round Final = **45 seconds per station** **USE IT!!!**
 - Reread the questions; check spelling, capitalization & ensure that you have answered the question.
- **Stay at the station** until you are told to switch. Do not look at stations either ahead of you or any that you have just done. In particular, **do not look at your neighbor's paper for ANY reason!**

BEHAVIOR

- **Cell phones must be turned off (not vibrate) while left in the director's room**
- **Hats off or turned backwards please.**
- **Don't touch!** Microscopes Adjust only ocular or focal distance
- **Specimens in jars** You can pick up jars to take a closer look - but no shaking!
- **Dissections** Don't move any of the pins or pointers.
- **Oops!** If you do think that you accidentally moved a pointer or a pin.
Raise your hand and tell a proctor/TA immediately.
- **Staring** Stare only up or down, not at your neighbor's paper! = **Cheating!**
- **No talking** Questions?- Raise your hand so the TA can come to you
- don't wait until there are only 5 seconds left at the station.
- **No sign language** = Silent cheating
- **Respect Space** Stay in your personal area – no backing up, turning around, side-shuffling or bumping into your neighbors....you will be accused of deliberately disturbing other candidates and violating the Academic Policy.

UPON EXIT

- **Hand in your response sheet to one of the proctors and initial your name on the original sign up sheet.**
- **Do not talk about the questions after you leave. = a serious violation of the Academic Honor Policy.**
- **This also lowers your own performance against the class average...**
- **Grades will be posted on Blackboard by Monday, Dec 8 at noon.**

Now, put everything away, except for your pencil. You will be leaving your belongings in the lab prep room 1070. **GOOD LUCK!**