Policies and Procedures for Taking Summer 2009 Final Lab Practical Examination

BEFORE ENTERING
- Everyone MUST sign their exam paper and initial 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#.
- 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!