

Exam Procedures

Paper Work and Supplies:

- Each student must bring **no less than four sheets** of loose leaf paper to the exam.
- Each sheet of paper should have both your **name** and **panther ID** on the **front** and **back upper right hand corner**.
- If you are visiting from another section please include your section number at the top of the exam below your panther ID.
- Your name needs to be **Printed** in the following format: First Name Last Name
- Make sure that your answer sheet **includes the version** of the exam you had.
- The answer sheet should have no work on it—**only answers**.
- **PLEASE DO NOT WRITE ON THE EXAM UNLESS I SAY IT IS OKAY.**
- Everyone needs to have a calculator, pencil or pen, photo ID, and any needed formulas and tables (I do not hand out tables and formula cards).
- Do not erase your answer choice, if you wish to change an answer cross it out and write the new letter directly next to the crossed out answer.

Handing Out the Exams:

- The person sitting next to you should not have the same exam version that you have. I will drop a stack of pre-sorted exams at the end of each row. As you pass them down to the end of the row you will make sure your neighbor has a different exam version than yourself.
- If you arrive late see me for an exam.

Turning In Your Exam:

- You will bring your exam, scrap paper, answer sheet, and formula card to the front desk.
- It is important that you place your answer sheet in the pile with the first letter of your last name above it.
- Be prepared to show your ID when turning in your test.