

## WHAT YOU SHOULD DO ON EXAM DAYS—Fall 2012 MWF

1. Bring your student I.D.
2. Bring (at least) one number 2 pencil.
3. Come to class on time. The exam will be passed out at exactly 11:00 AM (by Dr. Golding's watch).
4. You will be given an answer sheet (called a "bubble sheet") when you enter Memorial Hall.
5. When you enter Memorial Hall take a seat immediately. You must sit in the rows closest to the front of the room. **DO NOT** skip seats. It is important that there are no empty seats.
6. Using **PENCIL ONLY**, print your NAME and STUDENT NUMBER in the appropriate places on your bubble sheet. You should then fill in the circles for your NAME and STUDENT NUMBER.
7. In the place that says **SPECIAL CODES** put your section number to the far left (e.g., 33) followed by your PSY100 4-digit code number (e.g., 5689). It should then appear as 335689 within **SPECIAL CODES**. You should then fill in the circles for the **SPECIAL CODES**. Do **NOT** come to class without knowing your section number and your PSY100 4-digit code number.
8. If you come to class after 11:00 AM, you will receive your exam after those students who arrived on time.
9. When exams are handed out, make sure you are **NOT** sitting next to anyone with the same color exam. If you are, let Dr. Golding know immediately.
10. When you get an exam, write your name, student number and section number on the top of the exam itself. In addition, find the place on your bubble sheet that says **TEST FORM**. In this place, fill in the circle for the exam form letter at the top of your exam booklet.
11. Begin when you are ready. Make sure you fill in the circles for your answer. If you make a mistake, completely erase the answer you think is wrong. Answer each question. Try not to lose your place when filling in circles on your bubble sheet.
12. The exam will end at exactly 11:45 AM. At that time, the exams and the bubble sheets will be collected. **NO ONE CAN LEAVE THE ROOM WITH AN EXAM!**
13. Class will be dismissed when everything has been collected. **NO ONE WILL BE ALLOWED TO LEAVE CLASS EARLY!!!** That is, if you finish early you are free to check over your exam, daydream, sleep, etc., but you **CANNOT** leave until the class is dismissed. Also, while you are waiting do **NOT** pick up a book, cell phone, or electronic device, or start talking. Be considerate of your classmates who are still working.
14. You cannot have in sight and /or access any cell phones, computerized date books, calculators, computers and electronic devices. If you are caught having in sight and/or accessing an electronic device during an exam you will automatically receive a grade of "0" for that exam.
15. **NO ONE** can wear a hat of any kind during the exam.
16. No rubber bands can be worn.
17. No drink cans or bottles can be in sight during the exam.
18. Good Luck!!!