Assessment data will be compiled for each class section and full semester. With it, we generate a report to help us make decisions about class structure and content. In addition, the confidentiality of the exam is of the upmost importance. So the work you do here is quite valuable, and we really appreciate your assistance. Herein, exam refers to both in-class tests and final exam.

Instructions:

1. You are never permitted, under any circumstances, to provide exam hints other than what has been posted on the department website or provided by the undergraduate coordinator. Providing students with such information in any form (during whole-class discussions, hand written or typed, posted online, etc.) is explicitly forbidden at all times.
   In addition, for final exams, you are not permitted to retain a copy of your solution key. Since students are not ‘legally’ provided with a copy of finals, instructors and tutors should confiscate any exams students may have, and report that student to the front office.

2. Use the exam exactly as provided. Do not change or alter the exam in any way (including hints, formulas, clarifications, etc.)

3. Before exam day
   a. Review the exam. Be sure you have all questions and that they are clearly typed
   b. Make copies if they are not provided to you. You may be provided with different versions of the exam. Whether you are or not, when making copies you should make them on two separate colors. When passing out the exam, be sure to alternate colors so no two students are sitting next to each other with the same color. Even if they are the same exam this helps prevent cheating
   c. Make a test key (include needed work for the grading rubric) and check this key with the one provided by the front office if you so wish

4. The day of the exam
   a. Bring extra pencils and blank paper with you to the exam
   b. Students are not permitted to use their own scrap paper
   c. Students are not permitted any type of electronic device, even calculators
   d. If a student brings a cell phone to the exam, it must be powered down and put away
   e. All books, backpacks, notebooks and papers should be completely out of site
   f. Write your name on the board
   g. Actively proctor the exam by walking around the room, in between rows and aisles. Do NOT sit in the front of the room and read or work while the exam is in progress
   h. Do not allow students extra time
   i. Do not allow students to ask you any questions

5. Collect the exam and materials
   a. Check photo ID’s (in particular if you do not know students names)
   b. Be sure the student has filled out their name and instructor name clearly
   c. Make sure students turn in all written work; this includes any scrap paper
   d. If scrap paper is used, it must be destroyed by you or stapled to their exam
   e. Do not allow students to leave the room at any time with any piece of the exam. In addition, be careful of creative students using cell phones to take pictures, etc.

6. Grade the exam according to the rubric provided
7. Return the exam
   Tests
   a. You may return exams to students during the term
   b. You are not permitted to review the exam (during whole-class discussions, hand written or
typed, posted online, etc.). A student may work one-on-one with you, during which time you
can provide guidance, but you are not permitted to explicitly provide answers
   c. You must turn in any blank exams no later than 1 week after the date of the exam
Final exam
   a. Do not under any circumstances turn final exams in whole or in part back to students
   b. Do not at any point allow students to review a final exam and take notes
   c. All final exams (completed and blank) along with your key must be turned in to the front
office
   d. Since students are not ‘legally’ provided with a copy of the final exam, instructors and tutors
should confiscate any exams students may have, and report that student to the front office
8. Report the results
   a. Be sure to complete the data sheet for all sections you teach. Specific instructions are on the
excel sheet itself. It is your responsibility to follow them explicitly
   b. Email the results to the designated person (as announced in orientation) BEFORE THE
FINAL EXAM IS ADMINISTERED