Exam Policy

Please regard the following guidelines when taking exams for this course.

- **BRING YOUR STUDENT ID.** You will not be allowed to turn in your exam without showing your University ID card.

- The use of cell phones is not allowed during the exam (no sms / texting). Please turn them off and put them away.

- The use of portable computers (laptops, netbooks, etc), electronic storage devices (e.g., ipod, electronic books or similar device) or any device with internet access capability is not permitted during the exam. To make it simple: **Basic calculators are the only electronic devices allowed to be used during the exam.** Put all other electronic gadgets away before the exam.

- The use of any **BOOK IS NOT ALLOWED** during the exam.

- You may bring **notes on ONE 8.5”x11” sheet** of paper (written on both sides) to each exam.

- **DO NOT BRING SCRATCH PAPER!** It will be provided for you.

- You may use **black/blue pen** or lead pencil. Be aware that no regrades will be given for exams worked in pencil. DO NOT use anything that writes out in red.

- Circle your TA’s name and PRINT your NAME and STUDENT ID NUMBER at the top of EACH exam page. (Exam pages may get separated for grading purposes).

- Show your work clearly. Cross out false starts, and/or make liberal use of scrap paper to reserve your exam sheet to copy in your final answer (plus steps leading up to it).

- Explain in words what you are doing to solve each problem. This will help the grader understand your reasoning. When appropriate use a drawing, graph, or figure.

- When stating numerical results, **GIVE THE PROPER NUMBER OF SIGNIFICANT DIGITS**, determined according to the numerical inputs for a problem. If there is any ambiguity in the number of significant digits in an answer, **USE SCIENTIFIC NOTATION**. (Examples: 10000 has an ambiguous number of significant digits, whereas 1.0x10^4 does not. Also, 0.123 is OK, but so is 1.23x10^-1. Note that 1.23 and 1.230 have 3 and 4 significant digits, respectively.)

- A correct answer is NOT enough. Again, **YOU MUST SHOW YOUR WORK**.

- If you feel that an exam should be regraded, you must petition for a regrade **BEFORE** the next exam. To do so, fill out a regrade form for each problem you want regraded. Staple the regrade form to the exam page with the problem in question and give it to the course instructor (Gernot Laicher).