

## EXAM PROCEDURES

I post this announcement in advance so you can become familiar with it ahead of time and this will avoid hassles over grading procedures.

1. Bring your picture ID card to all exams!
2. On each test circle your TA's name and put your own name on every page.
3. Be sure you know your exam room and time well before the exam.
4. In general, 60% on an exam problem will be given for a barely satisfactory performance.
5. Your answer ***must*** be circled. It should not be up to the grader to find the correct answer among several possibilities.
6. We will not regrade any exam worked in pencil!
7. Work neatly and carefully so that the grader can follow your line of thinking. Show all work. ***Cross out*** false starts. *Do not expect us to read your mind.*
8. Explain in words what you are doing. A few words can make the grader's life simpler and your score higher.
9. Work problems algebraically first, and then insert numerical values at the end. This is good practice always, as it minimizes errors along the way. It also makes it easier for a grader to follow what you are doing and give appropriate partial credit.
10. All numerical answers require the proper units and are incomplete without them. Report numerical answers to the proper number of significant figures only, not more or less. There will be a penalty for over- or under-reporting significant figures.
11. If necessary, copy the problem over before turning it in. There are extra sheets available.
12. DO NOT BRING SCRATCH PAPER!!! It will be provided.
13. The correct answer is ***NOT*** enough. You ***must*** show clearly how you arrived at the answer in order to receive full credit.
14. Where appropriate, use a drawing. Make the drawing larger, rather than smaller. Indicate clearly on your drawing, where appropriate, your choice of sign convention.
15. Any dispute over grading must be brought to the attention of the instructor ***BEFORE*** the next exam.
16. ***Do not write with red pen.***
17. ***DO NOT work any on the back of any other problem. The exams are taken apart for grading. STAPLE EXTRA SHEETS to the problem to which they apply, in the upper right-hand corner.***
18. One and one only, 3 × 5 card (both sides) for midterms.