

To: MA 15900 Instructors

From: Owen K. Davis - Course Coordinator

MA 15900 Exam 1 Memo

Tuesday, September 16 – 8:00pm (90 minute exam)

In Elliott Hall of Music

1. Remind your student's daily of the exam date, exam time, and exam room location. The time and place of each exam is also posted on the bulletin board outside of MATH 242.
2. Exam 1 covers Sections 1.2 to 2.4. This coverage is Lessons 1 to 9.
3. The exam will consist of 17 **multiple-choice** problems. The exam is **machine graded**, so there will be **no partial credit** available. Word problems will be an important part of the exam.
4. Since the exams will be machine graded, announce to students frequently that the only thing that will be graded is the scantron answer sheet that they turn in. They will keep the question sheet. Make sure they double check what they are turning in to make sure they have the correct section number reported and bubbled in. **We cannot grade anything on their question sheets** since they will be leaving the room with them.
5. The following Review Problems can be obtained from the MA 15900 Web Page:
p.50 — 12, 15, 19, 20, 22, 30, 31, 35, 38, 41, 45, 47, 50, 55, 60, 65, 68, 75, 77, 79, 85
p.119 — 4, 6, 7, 8, 9, 25, 47, 50, 61, 63, 67, 68, 71, 74, 75

Remember, these review problems are a limited selection of nice problems, looking over all of the homework problems assigned is the best way to get feel for what material could appear on an exam.

6. The students can get copies of previous MA 15900 exams **from the webpage**. Remind students that the old exams do not cover all of the material. **Looking over all of the homework problems assigned is the best way to get feel for what material could appear on an exam.**
7. **Students should reread the section of the course ground rules regarding exams.**
8. *****Tell students they must use their 10 digit Purdue ID number on the exam scantrons.**
9. *****Tell students they must bring their Purdue student ID to all the exams.**
10. **Announce to students before the exam that they will need to contact me immediately if they miss the exam (odavis @ math.purdue.edu, Math 812). The student should also let you know they missed the exam. Tell them not to wait until the next class session to contact you or myself.**
11. *****The exam is self-explanatory. Instructors are not allowed to interpret any of the questions for any of their students. Further, students should never ask an instructor to interpret a question. Period.**
- 12) Any student that **does not** have a **valid, documented reason** for missing an exam may still be allowed to sign up for the make-up exam with a grade penalty. Carelessness in knowing the correct time/place of the exam will not be a valid reason for missing the exam.
- 13) During the exam, no student is permitted to leave before the first 25 minutes of the exam. No student is allowed to come in and take the exam after the first 25 minutes. If a student shows up more than 25 minutes late, they should be directed to talk to me at the exam about the possibility of taking the make-up exam. If they do not have a valid and documentable reason, it will be with a grade penalty.