

To: MA 15900 Instructors

From: Owen K. Davis - Course Coordinator

## MA 15900 Exam 1 Memo

Thursday, September 17 – 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 2.6. This coverage is Lessons 1 to 10.
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 —14, 17, 21, 22, 24, 32, 33, 37, 40, 43, 47, 49, 52, 59, 64, 69, 72, 79, 81, 83, 89  
p.119 — 4, 6, 7, 8, 9, 10, 13, 15, 25, 26, 28, 45, 47, 50, 53, 55, 62, 63, 65, 67, 68, 69, 72,  
73, 75, 78, 81, 82

**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 and 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.

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14. **PREVENT CHEATING** Walk around the room and PROCTOR ACTIVELY to prevent cheating. If you see student A looking at student B's exam, ask student A to move to another seat where you can watch him/her more closely. If student A continues to cheat either tell the faculty member who is in the room or, if there is no faculty member there, take away his/her exam. **In case you find someone in your area whom you do not recognize, take the following steps.**
    - (i) Ask the student for his/her Purdue ID.
    - (ii) Verify that the bearer is the one pictured on the card.
    - (iii) Verify that the name on the exam, signed in ink, agrees with the name on the ID.
  15. In case of discrepancy (a) ask for other identification and record the name(s) if different; (b) if possible, confiscate the ID and the exam. Try to avoid a disturbance and do not use force. Try to involve another instructor as a witness. Report all irregularities to your course coordinator as soon as possible.
  16. **You will be receiving an updated class list at the exam. The class list is so that you can take attendance soon after we begin the exam. Do your best, if you don't know some of your students yet, then you should check those names off as they turn in their exams. You must take thorough attendance at the exams.**
  17. The night of the exam, you should pick up your student's exams in my office (Math 812) at **7:15pm** and no later than 7:20 pm. **PLEASE BE ON TIME TO PICK UP YOUR EXAMS.**
  18. Students arriving late (less than 25 minutes late) should be given the exam with the remaining time available. Being on time is their responsibility. If a student feels their situation is extenuating, they should be sent to talk to me about the possibility of taking the make-up exam.
  19. **If a student misses the exam and contacts you, give them information on how to contact me, preferably by e-mail at [odavis@math.purdue.edu](mailto:odavis@math.purdue.edu) or in person. Tell them to contact me immediately.**
  20. **Any student requesting a make-up exam will need to see me.**
  21. **Collecting the scantron sheets after the Exam** – We will do this in the exam rooms right after the exam is over. We will double check that the students have correctly bubbled in their section number and ID numbers. I will then collect all the scantrons from you.
  22. **DROPPING BACK TO A LOWER LEVEL COURSE** After Exam 1, some students who do poorly on the exam try to drop back to a lower level course. **DO NOT SIGN A FORM FOR ANY OF THESE STUDENTS!** Through Thursday, September 24, tell them to see their advisor first, and then the coordinator for the course they wish to add. After September 24, students will not be allowed to add MA 15300.
- \*\*\* The information in #'s 1 to 13 is the appropriate information to give to the students, as needed, but the lecturers will be giving this information to the students and the students can be referred to the web page to get a copy of the first page of this memo.**