

## Exam Rules

## General Exam Information

1. The prelims exams will be 90 minutes long.
  - If you have an student disability services accommodation, your time will vary based on your student disability services accommodation.
2. The final exam may be longer than 90 minutes.
3. The exams will be multiple choice.
4. The exams will have between 1 and 1000 questions on it.
  - Usually, it is in the 30-40 question range.
5. The exams are cumulative.
  - This means that there may be questions that come directly from material covered on a previous exam OR knowledge of previously covered material will be required.
6. There are not practice exams.
7. There are no review sessions.
8. There are no office hours the day of the exam.
9. The exams will cover all material presented from the first day of class up to, and including, the Friday immediately prior to the exam date. This includes:
  - lecture material
  - discussion material
  - video material
  - homework
  - quizzes
10. Answers should be marked on the bubble sheets.
  - If there is a discrepancy between the answer marked on the bubble sheet and what is written in the exam packet, the answer on the bubble sheet takes precedence.
  - If an question is left blank on the bubble sheet it will be counted as incorrect regardless of what is written on the exam packet.
  - If you make a mess of the bubble sheet changing an answer, you should write mark fill in the bubble that you desire AND write the corresponding letter to the left of the questions number. If you didn't make a mess, there is no need to write the letter. The bubble that is filled in takes precedence over a handwritten letter.
  - When your bubble sheet is posted after the exam has been graded, double check that each bubble was read correctly. Make a regrade request if needed.

## Exam Time

The preliminary exams take place in the evening.

The university posted exam schedules can be found at:

- Fall Preliminary Exams: <https://registrar.cornell.edu/exams/fall-prelim-schedule>
- Spring Preliminary Exams: <https://registrar.cornell.edu/exams/spring-prelim-schedule>
- Fall Final Exams: <https://registrar.cornell.edu/exams/fall-final-exam-schedule>
- Spring Final Exams: <https://registrar.cornell.edu/exams/spring-final-exam-schedule>

If a discrepancy exists between the information found in the links above and the text below. The information posted by the university takes precedence.

1. The standard exam starting time is 7:30pm.
  - a. Arrive at least 15 minutes early.
  - b. Wait in the hall until told to enter the exam room
2. The starting time for students will Student Disability Services exam accommodations is determined by Student Disability Services.
  - a. The exam will be the same day as the standard exam.
  - b. The Student Disability Services portal will have information regarding your exact starting time.
  - c. The instructor will not know the exact starting time for students with Student Disability Services exam accommodations.
3. As a bookkeeping matter, the instructor will create a “grade” in your Canvas gradebook.
  - a. Depending on the specific exam, the “grade” will be called:
    - “Prelim\_01\_Start\_Time”,
    - “Prelim\_02\_Start\_Time”, or
    - “Final\_Exam\_Start\_Time” .
  - b. The “grade” will not count towards your course grade.
  - c. The “grade” will be a code for the instructor indicating information about your exam time. Examples of the code are as follows:
    - 9.15 -> 9:15am
    - 13.3 -> 1:30pm
    - 17 -> 5:00pm
    - 19.3 -> 7:30pm
    - These are not options for your exam time. Just examples of the code.
  - d. The “grade” may indicate that your have a conflict with the scheduled exam time. Examples of this are:
    - -10 -> Conflict with another University Schedules Evening Exam
    - -5 -> Approved Varsity Athletics Exam Conflict
    - -1 -> Student Disability Services Exam Accommodation ( Check Student Disability Services)
    - With the exception of the Student Disability Services Exam Accommodation code, you should work with the instructor to establish an alternate time for the exam.
    - On the day of the exam, you should not have a -5 or -10 listed.
    - You may have a -1 listed. Your appropriate exam information would be found with Student Disability Services.

## Exam Location

The preliminary exams take place in the evening in various rooms around campus.

The university posted exam schedules can be found at:

- Fall Preliminary Exams: <https://registrar.cornell.edu/exams/fall-prelim-schedule>
- Spring Preliminary Exams: <https://registrar.cornell.edu/exams/spring-prelim-schedule>
- Fall Final Exams: <https://registrar.cornell.edu/exams/fall-final-exam-schedule>
- Spring Final Exams: <https://registrar.cornell.edu/exams/spring-final-exam-schedule>

These schedule indicate rooms that have been assigned to each course.

1. The instructor of the course will assign one of these rooms to each student.
2. Your room assignment will be recorded as a “grade” within Canvas.
  - a. Depending on the specific exam, the “grade” will be called:
    - “Prelim\_01\_Location”,
    - “Prelim\_02\_Location”, or
    - “Final\_Exam\_Location”.
  - b. The “grade” will not count towards your course grade.
  - c. The “grade” will be a code for the instructor indicating information about your exam location. The codes will be posted as the exam date gets nearer.
  - d. The code will look something like “5983 <—> Surge B 5983”. If your posted code was 5983, this would mean that your exam is given in Surge B 5983.
  - e. If your code is -1, you need to check the Student Disability Services Portal for your exam location. Your location is not one of the standard locations.
  - f. The “grade” may indicate that you have a conflict with the scheduled exam time. Examples of this are:
    - -10 -> Conflict with another University Schedules Evening Exam
    - -5 -> Approved Varsity Athletics Exam Conflict
    - On the day of the exam, you should not have a -5 or -10 listed.
3. If you arrive at the incorrect exam room, you will be redirected to your correct room. You will not be given extra time for arriving late because you went to the incorrect room.

## Things to bring to the exam

1. You should bring your Cornell ID to the exam.
  - If you lost or do not have a Cornell ID your exam will not be accepted.
  - Information on getting a new/replacement Cornell ID card can be found here: <https://registrar.cornell.edu/service-resources/id-cards>
2. You should bring PENCILS AND ERASERS to the exam.
  - Pens will work, but if we can not read through scratched out work, we can not give you any credit.
3. You can bring a simple calculator to the exam.
  - A link within Canvas indicates what constitutes a simple calculator.
  - The only allowable buttons on the calculator are as follows:
    - a.  $+$   $-$   $\div$   $\times$   $=$   $\sqrt{\phantom{x}}$   $\%$   $\pm$   $\rightarrow$   $.$
    - b. 00, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
    - c. Memory:  $M+$ ,  $M-$ ,  $MR$ ,  $MC$ ,  $MRC$
    - d. Clear:  $AC$ ,  $C$ ,  $CE$ ,  $ON/C$
    - e. ON, OFF, ON/OFF
    - f. If your calculator has a button that it not on this list, then that calculator is not allowed.
  - You can also just do the arithmetic by hand.
4. You may use the Lecture Notes provided on Canvas and Discussion Notes provided for the exam.
  - The Lecture Notes are found as a file on Canvas. The file is named "BTRY3020\_STSCI3200\_Notes.pdf"
  - The Discussion Notes are found as files on Canvas. The files are named "3020\_LabH-WXX\_NETID.pdf" where XX refers to a discussion number.
  - These must be printed on 8.5 x 11 inch paper. Electronic versions on a tablet are not allowed.
  - These may be placed in a binder.
  - You may add colored "Margin Index Tabs" to the pages as dividers. Search for the term "Margin Index Tabs"
  - You may add two 8.5 x 11 inch sheets of paper to the start of the notes. Ideally, you should use this to make a table of contents.
  - These notes are designed to be printed two-sided.
  - You may handwrite on the Notes only
  - Handwritten annotations on the notes are allowed. You are not restricted only the annotations that the instructor makes in class.
  - If you use a tablet all annotations must be made at the size of your normal handwriting. If you can't write that small on with an actual pen and paper, then you shouldn't write that small on your notes.
  - Loose Leaf notes are not allowed. (They will leave you at a disadvantage.)

## Things to NOT bring to the exam

These are all items that should not be brought to the exam or should be securely put in a closed bag.

1. Electronic Devices
2. Telephones
3. Computers
4. Tablets
5. Smart Watches
6. Any device that allows you to communicate with another intelligence.
7. Artificial Intelligence
8. Unauthorized Calculators:
  - Calculators on Telephones are not authorized, even if they only have the indicated options.
  - See Canvas or look above for the allowable buttons.

If you have brought one of these items to the exam, it should be either:

1. Put in a bag.
  - Backpack
  - Purse
  - You should not be able to see through the bag.
  - The bag should be zipped or locked close.
2. Left at the Teaching Assistants Table at the Front of the room.
  - It is your responsibility to retrieve your item at the end of the exam.
3. Putting the item face down on the floor next to you or under your chair does not satisfy these previous two conditions.
4. Copies of old exams.
5. Printouts of Homework Questions.

## Exam Papers

1. The exam will consist of two parts:
  - a. A bubble sheet for your answers.
  - b. A packet of exam questions.
2. Both the bubble sheet and the packet of exam questions will have your name pre-printed on the exam.
3. Do not open the exam prior to being told to do so.
  - Opening the exam prior to being told to do so will result in a zero grade for the exam.
4. Do not disassemble/tear apart/unstaple the exam packet.

## Exam Seating

1. There will be assigned seats for the exam.
2. Seating Charts will be posted outside the exam room.
3. Your exam and bubblesheet will be in your assigned seat
4. Verify that the exam and bubblesheet both have your name preprinted on them.
  - If your another students name is printed on the exam and bubble sheet you are looking at then you are in the wrong seat.
  - If you are in the wrong seat, you should:
    - a. check the seating chart again.
    - b. ask the instructor or a TA for assistance finding your proper seat.
  - You exam seat will have your exam.
  - If you take an exam with another students name on it, you will receive a zero for the exam.



## Pre-Exam Tasks to complete.

0. Wait in the hall outside the exam room until you are told to come in.
1. DO NOT OPEN THE EXAM
2. Verify that your name is preprinted on box the exam and the bubble sheet.
  - If it is not, then
    - a. check the seating chart again for your proper seat.
    - b. ask the instructor or a TA for assistance finding your proper seat.
  - If you take an exam with another students name on it, you will receive a zero for the exam.
3. Write your name in the indicated box on the exam packet.
4. Write your student ID number in the indicated box on the exam packet.
5. Sign the Academic Integrity statement on the front of the exam packet.
6. Write your name in the indicated box on the bubble sheet
7. Write your Student ID number on the indicated box on the bubble sheet.
8. Fill in your Exam Version on the bubble sheet.
  - This will be indicated on the front of the exam.
9. Get your notes out
10. Get your pencils and erasers out.
11. Get your calculator out.
12. Get your Student ID out.
13. Put your non allowed items away or leave them at the Teaching Assistants table.
14. If it is raised, and the seat does not have an exam or a student assigned to it, put down the desk next to you.
  - You may not use more than one desk during the exam.

## **Post-Exam Tasks to complete.**

1. You may leave as soon as you are finished with the exam. You do not need to wait until the exam time expires.
2. Bring your exam packet, bubblesheet, and student ID card to the Teaching Assistance Table.
3. Wait patiently as each TA does the following:
  - a. Match your ID to your exam and your face.
  - b. Checks that you have written your name on the exam and the bubble sheet
  - c. Verify that your version is filled in.
  - d. Record that your exam packet was turned in.
  - e. Record that your bubblesheet was turned in.

## Studying Suggestions

1. Find a buddy or buddies to go over things with.
2. Review old quizzes.
  - Old quizzes can be viewed by looking in the gradebook within Canvas.
3. Review old notes.
  - Don't expect to see old quiz questions on the exam.
  - Ask yourself "Beyond the computation, what concept was he trying to get at?"
4. Make a table of contents for the notes.
  - This makes uses one of the additional two 8.5 x 11 inch sheets of paper that you are allowed.
  - Don't necessarily use my heading, use heading that make sense to your self.
  - Include the words defined on each page.
  - Add page numbers.
  - For the second 8.5 x 11 inch sheet of paper, list formulas and R functions. Add page numbers.