

OB221 Midterm Exam - Faculty Reminders

Instructions to Students Pre-Exam:

- Ask students to use the rest room *before* the exam begins, they won't be allowed to leave and return
- NO: papers, books, electronic devices, etc. at seats, only pencils
- Turn Phones OFF & Put Away – nothing visible; Take hats off
- Put all bags, books, hats, phones, etc. up front/***under*** seats
- Do not sit next to anyone; minimum of 1 seat between each student
- Use only your own desk, not the one next to you
- Fill out bubble sheet info correctly and completely
- Write essays only on exam copy – not on bubble sheet
- Use #2 Pencil only – for bubble sheet/multiple choice questions

When exams are passed out, please remind students:

- Use Pencils on bubble sheets
- READ and FOLLOW Directions
- Enter BU ID number without the U
- Fill in the Test Form**
- Fill in the Code** for their section/instructor

End time for all Exams is **90 minutes after they are distributed.**

- Assuming 10 min to distribute, exam begins at 2:10pm, ends 3:40pm
- Accommodations room only is to allow students time and a half to complete the exam – **2 hours and 15 minutes from start time.** (Begins at 2:00pm, ends at 4:15pm)

Faculty:

- Please be diligent in walking the room checking for extra papers, books, cell phones, etc. Watch that students are using their own space/desks.
- Check that the Test Form bubble is filled in when you collect exams. (We can't score the forms without that info)
- *Have students turn in their exams to their faculty* when possible
- Return all extra exams and blank bubble sheets in box.
- Return the folders with the completed bubble sheets, and any exams for faculty who are not present.

Thanks!