

No makeups are allowed. Students must attend BOTH hourly exams for course credit.

Student's responsibilities:

1. For any special needs (e.g., large print exam) and/or legal conflict (e.g., another U of M class/exam), you must email Nancy Kerner (nkerner@umich.edu) and cc your home GSI at least ONE WEEK before the scheduled exam. In the email you must indicate your name, the name of your GSI, and your section number. In the case of a conflict, specify what the conflict is, and ALL schedule times you are available on the day of the exam. In the case of a special need, identify the special need, and provide any relevant documentation.
2. Check the webpage for the Exam Room Assignments.
3. Show up at the designated location at least 10 minutes before the exam start time.
4. If you do not feel well on the day of the exam, please see a doctor, request written confirmation of your illness, and, if possible, send an email to your GSI and to Professor Kerner.
5. Bring with you: non-programmable calculator, pencils, eraser, and UM ID card.
6. Do not enter the room until the proctor indicates to do so.
7. When you enter the room, leave your personal belongings at the front of the room or along the walls.
8. Shut off all cell phones.
9. Do not touch the exam until the proctor announces that you can start. Only then can you begin filling in your name (Printed), section number, and the name of your GSI.
10. You may turn in your exam and leave ONLY AT CERTAIN DESIGNATED TIMES. Proctors will announce these times and write them on the blackboard.
11. Be sure to indicate all appropriate notations (symbols, charge, etc.).
12. Show all calculations: you will not receive credit for numerical answers alone.
13. Turn in your exam to you home GSI (or another proctor on his/her behalf).