

Note: SAMPLE COVER SHEET FOR MID-TERM or FINAL EXAM.
Modeled after ones used in Psychology 1000

Black sections: Required

Red Sections: Optional/may not be applicable

Insert course name, number and section

(e.g. Introductory Psychology 1000-001)

Date: XXXX (e.g. Nov. 15, 2015) Time: XXXX (e.g. 7-9 pm)

Instructor: XXXXXXXX

Time Limit: The time limit for this exam is XXX hours/XXX minutes

Format: The exam consists of XXXX multiple choice??/short answer??/??? questions, **and is XX pages long.** (*Section in red highly recommended. It can circumvent student claims that they unknowingly received partial exams*)..

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1. Cheating is a serious academic offense. The work on this exam must be yours and yours alone. Looking at other students' papers will be considered an academic offense.
 2. *For multiple choice exams:* All exams will be analyzed using the Scantron Cheating Analysis before results are released.
 3. *For multiple choice exams:* Before starting, please print your name, your instructor's name and the course name at the top of the Scantron sheet. Then indicate your student ID number **and Exam Code** on the Scantron sheet and fill in the appropriate spaces.
 4. Print your name and student number below.
 5. *For multiple choice exams:* Read each multiple choice question carefully and choose the best alternative. If you change your mind, be sure to erase the first mark on the Scantron sheet completely.
 6. *For multiple choice exams:* If you want to mark a tentative answer on the exam booklet itself, please do so faintly. That is, it should be visible only to you and not to those around you.
 7. *For multiple choice exams:* **There is no penalty for guessing. That is, the total number of wrong answers WILL NOT be subtracted from the total number of correct answers. So it is in your best interest to answer all XXX questions. Use the examination paper itself for all calculations or notes.**
 8. No electronic devices of any kind (**except for calculators**) are permitted at your desk in the exam room (e.g., **calculators**, cell phones, pagers, iPods, electronic dictionaries, etc.).
 9. When you have completed the exam, raise your hand and one of the proctors/the instructor will collect your answer sheet, and the examination paper/ examination booklet. You may leave as soon as you are finished, but do so quietly so as not to disturb others.
 10. **If you have any questions, raise your hand to ask one of the proctors/the instructor for assistance.**

Name: _____ Student #: _____