

Checklist for exam taking

Before exam

- Print Exam 3 Formula Sheet
- Understand “*When it should be used*” for all formulas on the Exam 3 Formula Sheet
- Prepare personal formula sheet (two pages, double sided)
- Understand each Study Guide objective; add needed formulas to personal formula sheet
- Schedule personal exam time (when to start): 2 hours to take; 15 minutes to upload; midnight Thursday deadline
- Plan how to time the exam-plan for final checks listed below before submitting
- Obtain plenty of blank paper, several pens/pencils
- Obtain adequate rest

While working on exam

- Read each question carefully
- Create a sketch
- Check that numbers and units are copied accurately from the exam to the working paper
- Allow plenty of room on your papers to work problems
- When re-doing a problem, do not erase the old work: cross it out (may help with partial credit)

Before submitting exam

- Verify that you have answered all parts of the questions
- Check sig figs displayed in answers
- Check that boundary conditions satisfy the answer obtained
- Check units and unit conversions
- Check legibility of solutions
- Box answers
- If a solution is incomplete, include sentences explaining what you tried and why (partial credit)
- Verify that your name is on every page
- Add page numbers to each page
- Verify that the signed pledge included on the first page of the exam paper
- Scan pages in order
- Submit exam by deadline
- Submit personal formula sheet