

To: All Developmental Writing (ENG 095 and/or ENG 096) faculty

From: Betsy Zuegg

Re: *ENG 095 and ENG 096 final exam procedures and information*

***\*PLEASE NOTE CHANGES TO THE GRADING SYSTEM FOR THE EXAM AND FOR THE CALCULATION OF YOUR COURSE GRADES. CHANGES ARE OUTLINED IN PART 3 OF THIS MEMO.***

As the time approaches, I want to outline the procedure for picking up, administering and dropping off final exit exams for ENG 095 and ENG 096 exams, as well as the procedure for grading the exams.

**1. Pick up exams:**

A complete packet of final exam materials will be available for each faculty member on **the day before** each person's final exam. *Please pick up your packet at that time in Eleanor Dailida's office, room 209A on the second floor of the Admin. building adjacent to the Humanities Dean's office. Bring your packet to your final exam, Exams will be delivered to the Southbridge campus in advance of the exam date.*

In each packet, you will find

- One cover sheet with directions which the student completes with his or her **student ID number**. *There are no names on these exams*, so it is important to double check that the student has correctly written his/her student ID. You should bring your class list to the exam to double check student ID numbers.
- You will find a set of **“prompts”** or topics for the final exam on the back of the cover sheet. In **ENG 095**, the students will select ONE prompt and write ONE paragraph responding to that prompt. In **ENG 096**, the students will select ONE prompt and write ONE essay responding to that prompt. At the end of the exam, **please be sure to staple the cover sheet/prompts page to the paragraph or essay and put them in the envelope provided.**
- **Please do not give out the topics of these prompts prior to the exam.**
- Please read the directions to your students to be sure they understand what is expected, allowed and prohibited (**going on the internet for anything is prohibited, as is emailing; all cell phones must be off and put away; no outside materials are allowed to be brought to the exam; no flash drives can**

**be put into the computers, etc.)** Please circulate around the room to be sure that students are not using cell phones, emailing or going on the internet. You'd be surprised what we have seen!! Last spring, we had several incidences of plagiarism because students went on the internet and copied essays. Please be vigilant to avoid this.

- *Students should not bring any materials into the exam.* You can provide scrap paper to them if they need it.

## **2. Drop off completed exams:**

When your students have completed the exams, at the end of the two hour exam period or before, collect all papers from them. *The students may not save their final exams on flash drives, and they may not print an extra copy for themselves. Place all of the papers in the envelope and bring your packet to the front desk in the Writing Center immediately after the exam where a special box will be marked for that purpose.* The readers will be reading your final exams very shortly after the exam ends, so it is important to get them to the drop-off box right after the exam. Southbridge exams will be sent back to the main campus for scoring.

## **3. Getting the final exam grades: \* please note changes below!!!**

The readers will do their best to read your exams within 48 hours of your exam. After the readers have scored your students' exams, the exam grade sheet with the **EXAM NUMERICAL GRADE** noted will be placed in your college mailbox. *(If you do not have a college mailbox, let me know, and we can make other arrangements for you to get your exam grade sheet.)* **THIS NUMERICAL EXAM IS NOW FACTORED INTO YOUR FINAL COURSE GRADE AS A PERCENTAGE OF YOUR FINAL COURSE GRADE AT A SUGGESTED 30% OR MORE!** (If you would like help in this, email Betsy). **You may submit your course grades (with the exam grade averaged into the final course grade as a percentage of the recommendation above) as soon as you receive your exam grades. DO NOT SUBMIT YOUR COURSE GRADES UNTIL YOU HAVE FACTORED IN THE EXAM GRADE!**

Please feel free to notify me if you have questions or if any step in the process is not clear.

Thanks in advance, and good luck!!!!