Please make copies of the handout in advance. YOU DO NOT NEED TO BRING

THE LAPTOP CARTS TODAY, EVEN THOUGH THERE IS A WORKSHEET.

I. Hand back exams and go over the solutions.

TELL THE STUDENTS THAT AS YOU ARE GOING OVER THE EXAM, THEY SHOULD NOT

WRITE ON THE EXAM. If they want to write down the correct solutions,

they should do that on a separate piece of paper. If a student modifies

an exam in any way then we can no longer consider it for a potential

re-grade in the case where an error was made in the grading.

Please tell the students that the grading key is not negotiable -- all

students were graded based on the same criteria, so the point deductions

for various kinds of errors are pre-determined. However, if an ERROR was

made by us in the grading, then they should

attach a note to the front of the exam that briefly describes what the

issue is, and give the exam back to you at the end of class today.

Once the exams leave the room we are not going to re-grade anything.

For any regrade requests, please follow this protocol: First see

if you can easily determine whether an error was made or not. About

half the time the student is mistaken and there is no error. If you can

easily decide whether an error was made or not, then either fix it (and adjust

the student's grade in the grades server) or just write a note back to the

student explaining why they were wrong. If it is not obvious to you

whether or not there was an error, then leave the exam in the mailbox of your

corresponding instructor (Fawzi) and I will take care of it.

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Distribute the handout and have students work on it in whatevre time remains.

Tell them that they should finish it at home if they don't have time to

finish it during the lab, and that they should come by office hours if

they are having trouble with any of it.