

Fall 2016 – FM 2555A Final Exam Guidelines & Exam Coverage

As per university regulation, no information regarding the solutions of the final exam or final grades will be released until the end of the final exam period. As soon as the final marks are approved by the Chair and Dean or her designate, they will become available in the Student Central (no need to email the instructor regarding your final course result).

For your peace of mind, the instructor will oversee the marking of the final exam papers himself. The instructor will ensure that proper administrative checks are put in place to avoid any error in adding exam marks, inclusion of approved academic accommodation in the record, calculation of final marks, etc, etc.

There is NO appeal on the basis of instructor's academic judgement or assessment of your final exam answers (this includes appeal to bargain or negotiate for more or partial marks after the exam) You can be rest assured that your final exam score will reflect 100% the professor's academic judgement. Each paper will also undergo clerical and administrative checks at least twice.

First name and last name must NOT be written on your test booklet. Only provide a candidate number (to be given to you during the exam). This candidate number will be used to decode your identity after the exam using the Attendance Sheet and questionnaire. With no names appearing in the paper and the fact that the instructor is not familiar with student's penmanship, anonymous marking will ensure maximum objectivity and dispel any form of bias.

PLEASE ADHERE TO THE FOLLOWING RULES DURING THE EXAM:

- 1. In the interest of fairness to everyone, proctors and instructor will not interpret, translate, clarify, or explain questions, nor will they confirm, verify, or assist you with your answers or your thinking. Therefore, you are not permitted to ask any questions related to the content of the test.*

Use your best judgement, and feel free to write down your assumptions (if you have to). If the question is eventually found defective or ambiguous, appropriate adjustments in the marking will be made.

2. Only non-programmable calculators that do not make any sounds are permitted in the exam. *You are NOT allowed to borrow calculators from your seatmates.* So, remember

to bring your own. No laptops are allowed whilst taking the exam. Instructors and invigilators DO NOT carry extra calculators; they are NOT responsible to look for a replacement if your calculator malfunctions or you are denied to use a calculator that does not meet the proper specification (i.e., non-programmable and silent).

3. (i) Please DO NOT open the questionnaire until you are told to do so by the invigilator; you may fill out the student's information section on the front cover of the questionnaire whilst waiting for the signal to begin and (ii) as soon as the invigilator announces "time is up and stop writing", you should drop your pen/pencil, must stop writing and remain in your seat until all the exam papers are collected. ***Ignoring these important instructions will have dire consequences (including the invalidation of your exam paper and a mark of zero in the final exam).***
4. As a courtesy to your classmates, PLEASE turn-off all mobile phones, Blackberries, pagers and other electronic communication devices during the entire exam period.
5. For the purpose of identification, be ready to show your UWO ID. Put it on top of your desk so that the invigilator will no longer trouble you whilst you are writing the exam. You must also sign the Attendance Sheet.
6. Follow exam instructions carefully. Failure to do so can lead to mark deductions, which could substantially lower down your final exam score.

EXAM COVERAGE AND GUIDELINES:

7. The final exam on Thursday (15 December 2016, 9:00AM-12:00PM) will be held in **NS 145**. ***The format of the final exam is the same as that of the first and second midterms.***

Just like in your assignments, your mark will depend on the logical presentation and clarity of your solution. DO NOT assume that markers can simply guess what you mean – write down all the necessary steps. No credit will be given for a final solution (even if it is correct) without a valid justification or explanation in part II of the exam, unless indicated otherwise.

8. All materials given in the class, assignments, lecture summaries and resources available in the course website will be tested. *There will be a slight emphasis on materials covered in the last part of the course since they were not tested in the midterms.*
9. In order to cut down the time you need to study the materials specified in item #7, it is recommended that you concentrate on the (i) lecture notes given in class, (ii) learning materials posted in the course website and (iii) solutions to all assignment questions.
10. You may be asked about the definition of a term, and perhaps to describe or state important statements and results. Be precise and coherent. You can expect that certain questions will require you to write a paragraph or two. Don't ramble. Organise your thoughts first and then write succinctly and legibly. The mark appropriated for each

question is shown before/after each question; so, use this as your guide in case you are wondering about the amount of explanation needed.

11. As described in the course outline, your final grade in the course will be calculated using the scheme below:

Final Grade = $15\%*A + 30\%*M + 55\%*F$, where

A:=weighted ave mark of 3 assignments, M:= ave mark of the two midterm tests, and F:= final exam mark.

~ ~ ~ **Good luck** ~ ~ ~