

# Information for the test for students –proctors – graders

## Information for students

The test will take place on **Monday, October 23<sup>rd</sup>** at rooms 5306 and 5307 at 12:10.

Seating will be **one person per desk**. Desks should be placed at a distance from each-other creating corridors between them, so proctors can have access to every desk. Students must be aligned precisely one behind the other.

**By 12:10** everyone must be seated quietly at their desk having only: 2 pens (black or blue – no other colors or other stationery) and their ID card. Optionally you may have a non-programmable calculator and a bottled drink. Borrowing calculators or any other communication during the test is prohibited.

Coats, bags, cellphones, books, notes and all other belongings must be left at the back of the room. **Before you take your seat**, make sure that you do not have on you or in your immediate reach a phone, any other communication device, or any written or printed materials. If you are caught to have any of the above, your paper will be removed independently of the function or the use of those devices or materials or their intention to use and you will be prosecuted for cheating.

You have been warned that **cheating** will be a horrible idea for this course. Any individual who will be caught cheating in this course will not graduate this year. If at any point of the test you have reasons to believe that someone or something around you is likely to expose you to a risk of being accused for cheating ask a proctor to move you to another seat.

If you have a **question** during the test, raise your hand and wait quietly. A proctor will see you and come to you. In any case limit questions to the absolutely necessary.

## About the test

The test will last for **90 minutes**. If you come late you can still take the test but no extra time will be given to you. There will be no bathroom permissions during the test. Time remaining will be posted regularly by the proctors.

The test will be identical in format to the previous year (see test archive on website). There will be **2 different versions** of the test so that adjacent students will have entirely different questions. For every version there will be 4 pages with questions.

**Examined material** corresponds to lectures 1 – 7, to the labs and the homework. Usually the test is 50-80% questions that pertain closely to the lectures and 20 – 50% questions that pertain to problem solving and material from the labs.

Your answers must be **short and up to the point**. Answer only what you are asked. Do not waste time by writing redundant information. If you want to maximize your score, your questions should look like: my answer is [this] because [of that].

You also have a great interest in keeping the graders happy by using a **decent handwriting**.

## Preparation

Preparation should be based on the following order:

1. Notes you kept from the lectures, not slides – no question that can be answered only from the slides will be on the test. [*Highly recommended*]
2. Labs and homework problems. [*Highly recommended*]
3. Past exams. However, have in mind that some of the **questions from previous tests** may partly or as a whole not be relevant to this year's test because the material is being reorganized from year to year. [*Recommended*]
4. The study guide is a particularly beneficial reading for this course. See relevant chapters per lecture on the website. [*Recommended*]
5. Tirole and Church & Ware can be used as reference readings for those parts of the material you have reasons to believe that your notes are insufficient. See relevant chapters per lecture on the website. [*Optional*]

## Information for the proctors

Proctors will have to be at the test venue at least 20 minutes before the test to help arrange the rooms.

Students should be allowed to enter the rooms 10 minutes before the test but not earlier.

Students must be seated quietly at the right places by 12:10. Decline to distribute a test paper to anyone who is not following your directions.

Inspect that seating is proper and students have only the allowed items on their desks and at 12:10 start distributing the papers, per version, face down. Ask students to not touch the papers till distribution has been completed. Then, give them 1 minute to read the cover page instructions and ask them to write their name and group in the appropriate fields.

Ask students to leave their pens down and check if they have all the pages of the test. Then give them 5 minutes to read the questions without writing anything. When the 5 minutes expire, ask them to start writing and start counting 90 min from that moment.

***Your main job is to monitor for cheating.*** I understand that this will be a particularly boring 90 minutes for everyone involved in proctoring but your attention should be at 100% at all times. Please, do not use phones or read during the test.

If it comes to your attention that someone uses unauthorized devices or materials, or anyone talks or whispers or signals anything to any other student, or someone seeks even the slightest visual access to someone else's paper or facilitates access to others, please remove the papers of everyone involved and wait for me to handle this.

For removal of a student's paper you do not have to provide a warning or an explanation to the student. The cameras in the room do a very good job providing evidence for prosecution. I used them twice the previous years.

## Information for the graders

Grading must be in close accordance to the instructions I will privately distribute to the graders.

On the papers, anything you cannot read is wrong. Anything that is not in English is wrong.

An answer should be awarded full credit only if the student demonstrates that masters the material and the explanation is sufficient and flawless.

Answers that are towards the correct direction but indicate in any way that the student's knowledge on the issue is lower than the course level should result to partial credit.

Answers that are not towards the correct direction but still indicate that the student has some knowledge on the issue should receive some partial credit.

Answers that are "consistently wrong" should be awarded some positive credit. That is, if a student makes a mistake in one part of a problem, and this mistake carries over to a later part, while the methodology in the later part is correct, the student should be penalized for the mistake in the first part but not in the later part, unless carrying the mistake to the second part shows lack of understanding.

Answers that make no sense should be awarded zero credit. Obvious random guesses should result to a penalty of 1 point per instance deducted from the total score, at your discretion.

Any indication of failure to master the material should result to a reduction of credit. For example, if a student answers the question perfectly in one passage and then attaches below an additional passage which is irrelevant or wrong, you should remove points because this indicates failure in understanding.

Any imperfection in an answer that is solely due to the use of English should not be penalized. Sometimes, students will use direct transliteration of Russian terms that do not make sense in English. However, as native Russian speakers, you may be able to make sense of what the student means. No points should be removed in this case.

All theoretical questions in the test were clearly asked and answered in the lecture. Students who attended will be immediately able to recognize them and provide satisfactory answers. Those who were absent (physically or mentally) would just make up answers, so be prepared to read unbelievable bs in some of those papers.

If during the grading potential copying comes to your attention, notify me immediately, so we can go through the surveillance footage before it is recycled.