Since one reason the ACS exams are used as the final exams in CHEM 1211 and CHEM 1212 is to collect meaningful data on student learning, the following policy is established to ensure that uniformity is maintained in the collection of that data.

1. The following statement should be read to the students prior to the administration of the exam:

   "This exam will be used to assess student learning in CHEM XXXX. You will complete all questions in the allotted time period. Do the best you can on each question."

2. Information for instructors--
   a) All questions must be answered and graded since the data will be used for statistical analysis.
   
   b) As always, the instructor has the discretion about the use of the scores when assigning course grades.
   
   c) The exam must be given in the time period specified in the exam.
   
   d) Student names will be bubbled in but the identification number fields will be used to identify the particular class.
   
   e) Prior to scoring the forms, the instructor will obtain a cover sheet (available in the Department office) that specifically states how the data will be communicated to the Department for analysis.
COVER SHEET
CHEM ACS Final Exam Scoring

1. The students will be given an opscan form. For convenience, the students will be asked to "bubble in" their name in the "name" fields, and their AASU identification number in the “identification number fields”. Note, this is a change from last year. When you give me your opscan be sure to tell me which class and what section they are for.

2. After administering the exam, take the student opscan forms and the key to CIS. Once you have your graded exam information Please give the original opscan form to Cliff Padgett. After final exams are over, a department representative will rescan all of the data for further analysis of the pooled data.