

1. Bring your ID

It is important that you enter your UMB One Card ID number on multiple choice exams. Look on the back to locate your ID number (figure 1). The UMB One Card ID number is NOT the same as your SURFS Student ID number. Students entering this number or another random number WILL experience difficulty when quizzes/exams are scored. It can take a significant amount of time to match up a student and a number that is not the UMB One Card ID number. Help avoid confusion by carrying your ID.



Figure 1: UMB One Card ID Number

2. Fill in ID Number Bubbles

Filling in your UMB One Card ID number is important. Don't forget to fill in the "bubbles" associated with your ID number. If you don't fill in this information completely, your quiz or test will take longer to be scored. Multiple choice quizzes and exams are graded by a computer that cannot read written text. If an ID number cannot be read, it will take longer to get your test results back.

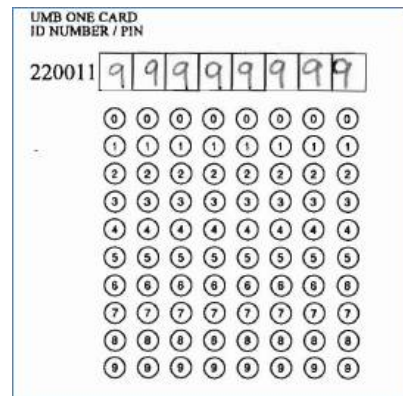


Figure 2: Fill in ID Number Bubbles

3. Bring a Pencil with an Eraser

While blue and black ink pens are acceptable choices of writing implements for multiple choice exams, you will be unable to make corrections. Multiple choice exams are scored by a computer, which will read "crossed off" answers and incomplete erasures as answers (figure 3). Bring a pencil and erase unwanted marks completely.

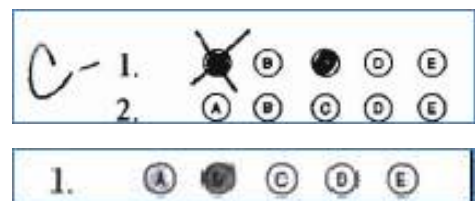


Figure 3: Use a Pencil and Eraser

4. Read the instructions

Each faculty member may have a different set of instructions concerning their exams. Some may require you to write your name on your test sheet while others may not. It is always important to read test instructions before taking your exam to make sure you have filled out your test sheet properly.