**LAB UNIFORM MIDTERM**

The uniform midterm will be administered right before Spring break (week #9).   
Here is some information regarding this test, some of it you can share with your students when advising them on how to study for this exam.  
  
**MIDTERM EXAM SET-UP**  
- Tests and scantrons will be provided to you, in a sealed envelope in your lab class, on the day of the exam (**Week 9 meeting**;)  
- A set of illustrations will be given to you by CLTs at the start of your class  
- Instructors will distribute a test, scantron and a set of images to each student  
- Once completed, instructors place the test questions and scantrons back in the same envelope and return it, along with the images, to the CLTs or to one of our secretaries. Please, do not have students returning the test on your behalf  
- Make sure your students **bring pencils and erasers**. Any scantron filled out with a pen will result in a grade of 0.  
- The test is to be administered in **no more than 20-25 minutes**  **-** The test shall be given at the **very beginning of the class**  
- No **documents are allowed**. No electronics are allowed  
- Instructors should not answer any questions for the students of give out hints  
  
**MIDTERM EXAM FORMAT & CONTENT**  
- The midterm has 25 questions   
- The exam is individual work and assessment; you cannot have students working in groups or pairs and do take all possible measures to prevent cheating. Any sort of cheating will result in a 0 and reporting the student(s) to the Academic Integrity Officer (kcuordileone@citytech.cuny.edu),  
- It is a very visual exam, i.e. questions are based on **pictures of organisms** seen from week 2 to week 8 (Bacteria, Protists, Fungi, Plants and Animals), based on the laboratory learning outcomes.  
- Emphasis is put on the **live specimens** observed in class and the **specimen dissected/observed in class**, not on the prepared slides provided as part of set-ups. Questions are on the **general features** of the different organisms seen; at this point in the semester, we expect Biology II students to be able to recognize the different organisms covered and know the **basics of their classification**.  
- Students should study using their lab manual and notes and pay special attention to all the illustrations.  
  
**GRADING**  
- The course coordinator will grade all exams and return them to instructors in their mailboxes.  
- Once instructors have the tests back, they can communicate grades to students   
- The midterm exam counts for **25% of the lab grade**.   
  
**MAKE-UPS**  
- The department has a **no make-up policy**. In the case where a student does not show up for the test, a **grade of 0** will be given.  
- If a student has an unavoidable emergency or other **very valid reason** for not being able to take the midterm, an exception can be made. However, **documentation** justifying the absence will be required and provided to the instructor; the course coordinator's **approval** will be necessary and the make-up will be arranged with the course coordinator, instructor and student.  
- Make-ups will have to be arranged before week # 11. After that date any student who did not take the test will get a grade of 0 (F) for the midterm.