From:	Schulte, Elaine C
Sent:	Tuesday, May 09, 2017 11:47 PM
To:	Christensen, Brendt Allen
Cc:	Long, Dashawnique; Shunk, Katherine A; Selen, Mats A; Madhavan, Vidya; Stelzer, Timothy J
Subject:	PHYS 211: Missing Exam-- ▮▮▮▮▮
Importance:	High

Brent,

You marked on both your check-in/check-out sheet for SEC D4A and your checklist that 23 exams issued to SEC D4A were used for the exam.

An exam was signed out to ▮▮▮▮▮▮ –marked both check-in and check-out. This exam is missing.

You need to locate this exam right away.

Report to room 231 Loomis tomorrow morning to help figure out what happened to this exam.
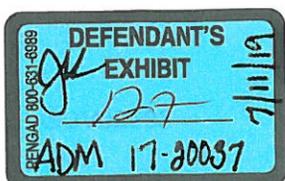
Elaine

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Office Hours (Students & TA's):
09:00-10:00; 13:00-15:00 MWF
14:00-15:00 TH
Other times by appointment (send e-mail)

1

TA/Proctor Checklist

Course: <u>PHYS 211</u>   Exam Type: <u>Combined Final</u>   Date: <u>5/9/2017</u>

Section: <u>D4A</u>   Section TA: <u>Christensen, Brendt</u>

Proctor Name: <u>Christensen</u>

Exam Room: <u>Loomis Lab Auditorium</u>

Number of Exams in Folder: <u>23</u>

Initial Count By (Initial and Date): <u>PO 5/4/17</u>

Confirmed Count By (Initial and Date): <u>LW 5/9/17</u>

Exam Checkout Procedures:

Do you have a scantron folder? _____ ✓

Count Exams (Initial when completed): _BC_

Is the Initial Count Correct? _____

If the initial count is incorrect, please note how the issue was rectified here: _____

_____

_____

_____

Initial when this checklist has been correctly completed: _BC_

Exam Return Checklist:

Number of used exams in folder: 23 22

Number of blank exams in folder: _0_
(place them behind the used exams)

Number of extra exams in this folder: _0_
(exams taken from "extras" folder)

Are the exam booklets alphabetized? _✓_
(if not, alphabetize them now)

Are the scantrons alphabetized? _✓_
(if not, alphabetize them now)

Initial when this checklist has been correctly completed: _BC_

Additional Comments:

_____

_____

_____

In	Out	Student Name	Student NetID	Exam Date	Exam Time	Section	TA
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
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X		███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	r2	Tue 5/9/2017	19:00	D4A	bchrstn2
		███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
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X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
X	X	███████	███████	Tue 5/9/2017	19:00	D4A	bchrstn2
					Total	Attended	Expected
						23	23

22