It is each preparer’s responsibility to make available in the EEE dropbox a draft version, along with a key, to the rest of the group for review on the day indicated below under “IN BOX”. On the day marked “FINAL DRAFT”, the preparer (listed in bold below) will meet with me to get the exam approved. Don’t leave exams in my mailbox; always make an appointment with me on the “Final DRAFT” day and see me, in person (!), so that we can go over the exam. Don’t forget to give me a hard copy, as well as upload it on EEE, as soon as you have the FINAL VERSION ready. The FINAL VERSION will also need to be in the preparer’s mailbox by 9:00 am on the day indicated below, and thus available to the rest of the group for photo-copying.

DON’T EVER TAKE THE EXAM OFF THE 3rd FLOOR OF HUMANITIES HALL!

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# EXAM PREPARATION SCHEDULE

**Winter 2013**

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**REMEMBER: ONLY TEST WHAT YOU HAVE TAUGHT**

Updated: January 7, 2013