**Set-up of ALEX200:**
- 303 seats and 267 students writing in classroom
- centre aisle and end aisles only

**Lecture room set-up**

1. **Individual midterm – 30 minutes (9:30-10:00am sharp)**
   - Alternate pink exams with red scantrons, with blue exams and black scantrons
   - All students also get a signature card, to be handed in at the end of class, at which time they also show their student ID
   - Leave front row on either side empty
   - Exams and scantrons have been divided → two sets of blue exams, two sets of pink, two sets of black scantrons and two sets of red. With 8 invigilators, four can set up one side of the room and four the other
   - Students who finish early will have to hold on to their midterms until 10:00am, unless they are by the aisles.
   - At 10:00am, students will pass their exams and scantrons to the outer aisles → 4 of us can work from the back of the room towards the front, and vice versa, meeting in the middle, and hopefully collecting all midterms in just a few minutes

2. **Group midterm –**
   - Students will form, or have formed before they came in, groups of 4 or 5: **no more, and no less**
   - We can hand out the group exams...they can pass them along the rows, so that each student has one.
   - As soon as a group is ready, they will put up their hands, and we will all fan out and give them 1 pre-numbered IF-AT card per group.
   - Students who can’t find enough people with which to form a group should come to the front and as soon as we have 4, they will be given their exams and an IF-At card.
   - Students can sit in the aisles, at the front on the floor, or in the vacant seats at the front

**Student signatures & ID’s**

- After they hand in their group exams and IF-AT card, with each exam having the student name and IF-AT card number, they line up at the various stations (like polling stations, e.g. A—D, E→ H, etc) to show their ID to the invigilator at that station, sign and leave.