

- 1. In the "NAME" area, enter your name name as follows: LastName FirstName Bubble in the "blank" symbol for all non-letter characters.
- 2. In the "IDENTIFICATION NUMBER" area, enter your 7-digit PeopleSoft number in columns A–G.
- 3. In the "SPECIAL CODES" area, enter the exam version number in column K
- 4. In the "SPECIAL CODES" area, enter two-digit number of your lab section (that is use 01 for lab section 1, etc.) in columns L and M.
- 5. Do not fill the areas "SEX", "GRADE", and "BIRTHDAY"
- 6. In the right hand side of the answer sheet mark your answers for the exam question