

Things To Do In Advance Of Your First Exam

1. **Create a digital exam folder on your hard drive** – You must create a folder entitled "Exams [Name of Term, *e.g.*, Autumn 2007-2008]" on your hard drive.
2. **Set your margins and spacing** – Unless your instructor has given you other requirements use the following settings for your exam answers:
 - a) Margins: 1" for top, bottom, left and right.
 - b) Spacing: Double
 - c) Font: Times New Roman
 - d) Size: 12
 - e) Page Numbering: On (center bottom)