

# Composition Mastery Exam

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## Exam Dates:

**Day Exam:** Friday December 5 from 2:30-4:30 p.m.  
Locations TBA  
All instructors are expected to proctor their students during the CME.  
(Proctors will be arranged for adjunct faculty who have a teaching conflict with another college. Please notify Emily Blair or Diane Rieschick.)

**Evening Exams** will be given the last two hours of class meetings on:

Monday, December 8  
Tuesday, December 9  
Wednesday, December 10  
Thursday, December 4

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## Make-up Exams:

- You may allow a student who has an *extenuating* circumstance to schedule a make-up CME exam.
- **You** must schedule a student's make-up exam with Diane Rieschick, so be sure to know whether he/she will take the afternoon or evening exam. **DO NOT SEND STUDENTS** to schedule their own make-up exam.
- Since space is limited, only students whose names appear on the make-up lists will be allowed to take the make-up exam.
- Make-up exams will be given as follows:
  1. Evening Exam – Monday, December 8 from 6-8 p.m. **Room 135**
  2. Day Exam – Tuesday, December 9 from 1:30-3:30 p.m. **Room TBA**

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## Faculty Reading Date:

- Wednesday, December 10 at 1:00 p.m. Please put this on your calendar **now**. Instructors with Wednesday afternoon classes should plan to cancel or shorten their December 10 class session so as to be in attendance at the reading by 1:00 p.m. The Reading will take place in the Labs, Room 130.
- All full-time English faculty and all hourly faculty\* whose students take the CME are expected to participate in the December 10 reading. \**Exception:* Only those hourly faculty with teaching conflicts at another college.
- We will read at tables with table leaders drawn from the norming committee in the Reading and Writing labs – Room 130. Please arrive promptly; the earlier we get started, the sooner we finish.
- Final exams do not begin until Thursday, December 11. **Please return the exams to your students and counsel them on their next step in the composition sequence during your scheduled final exam period.**