How to Fill Out Your Answer Sheet Information

**Side One**

- **DIRECTIONS**
  1. Use a No. 2 pencil only.
  2. Fill in this side of the answer sheet for your FIRST TEST IN THIS CLASS.
  3. Fill in accurate student ID on SIDE 2 for EVERY test.
  4. Make DARK marks that completely fill the circles for your student ID, your name, and your answers. ERASE COMPLETELY if you change answers.

**Examples:**
- Do: ○ ○ ● ○
- Don’t: ○ ○ X ○

**Side Two**

- **Your Instructor’s Name:** van Gogh
- **Your Class:** Physics 101
- **Exam #:** 1
- **Date:** 9-1-18
- **Which Test Form you are taking?:** A

You MUST fill in your W# on ALL exams!
Please have your Western ID available to enter your CORRECT W#!

Start in the FIRST LEFT BLOCK
LASTNAME (one space) FIRST NAME (one space) ONE MIDDLE INITIAL
Double/Mc/Mac/Van Last Names: DO NOT use a space: SmithJones, VanDeBogart
Hyphenated Names: DO NOT use a hyphen or space
Fill in the appropriate letter bubbles