My policy for the lab test answers is:

1. Answers must be spelled correctly.
2. Answers spelled incorrectly will be marked and scored using the following scheme:
   a. One missing letter, one additional letter, or one transposition* of letters will not be penalized unless the error will cause confusion for a third party familiar with the subject. The determination of whether the error causes confusion rests with me.
   b. Any other spelling errors result in either partial credit or no credit. Examples include:
      i. radius tuberosity for radial tuberosity – partial credit awarded
      ii. carpills for carpals – partial credit awarded
      iii. ilium crest for iliac crest – no points awarded
      iv. obturbute foreman for obturator foramen – no points awarded
3. Important note: Two closely spelled answers are not interchangeable. Example:
   a. coronoid process is not interchangeable with coracoid process.

Questions:
I invite you to come to me and discuss the scoring of any test, the individual test questions, the content of your course, or anything else you have questions or concerns about. The best time to do this is during the office hours listed on the first page of your syllabus. As stated in the syllabus, if my office hours do not fit your schedule, you may contact me for an appointment that does.

*transposition = reversal; the act of reversing the order or place of