**Partial Credit Requests**

You should have completed step 1 of taking the Exam, and now you need to fill out a Partial Credit Request for the problems you missed.

Please use these forms and pay close attention to the directions:

Please use the posted solutions here and find your exam attached at the bottom right by Wednesday after the Exam.

Here are some important points to understand about partial credit requests.

* ***If you do not complete the PCR, you will receive a 0% on the exam.*** The exam is basically a two-step process.  The only exception is if you did so well on the exam, that a total score is already given on the first page.  In this case, you don't need to submit a PCR.
* **You need to do PCR for every problem with a / through it.**  Problems with an **X** through it have already been given credit, because it's either right or wrong, and there isn't much to say about it.
* You will ONLY receive partial credit on problems for which you request it, so say something about EVERY problem you missed.  Even if you didn't know what you were doing, you could still earn some partial credit for trying. You have been given an "answer key" so you can see what correct answer should have been which should help you identify your mistake.
* I don't mind if you work with others in the class, tutors, or anyone else to help figure out what you did wrong on the problem.  You could even post on the discussion board with problems you missed and get help from your classmates determining what you did wrong.  You should only do this for problems where you are really stuck however.
* Do not be overly discouraged by the number of problems you missed.  Many times it will be something as simple as you didn't reduce, or you didn't write it in the correct notation, or you did ] instead of ).  In many of these cases, if you correctly articulate your mistake, you could receive 3/4 points.
* Partial Credit is given based on the original work done on the exam, so if you left a problem blank, you can not earn partial credit.
* You must SPECIFICALLY describe what your mistake was.  ***Not how your answer is different, but where you made your mistake.***  If your answer is 3 and the correct answer is -3, saying "I forgot the negative" won't earn you partial credit.  You need to find where in the problem you "lost" the negative, something like "on step 4 I forgot to divide by the negative sign."
* Remember, sometimes a problem is either right or wrong and there is no opportunity for partial credit or it has already been given.  If a problem is marked with a   
           "/" - you have missed the problem and must request partial credit  
           "X" - you have missed the problem and partial credit is not available