

Using the Biology Exam Depot for Instructional Assistants

Basic Information for IAs

The Biology Exam Depot is a secure exam distribution center staffed by Faculty Assistants. Students who pick up exams are required to show photo ID and sign a form confirming receipt of their exam(s). Exams are retained for the following quarter, after which they are shredded. Exam Depot hours are set by appointment, current information is posted on the Exam Depot [website](#). IAs may be assigned to prepare and deliver exams to the Exam Depot.

How to Use the Exam Depot

1. Ensure that the graded exams are **fully alphabetized** by student last name. Exams that are not fully alphabetized within each letter may be refused by the Exam Depot staff.
2. Drop off graded, alphabetized exams to your instructor's Faculty Assistant to bring to the Exam Depot. Contact information for Faculty Assistants is usually listed on the instructor's Blink directory entry.
3. **Allow the Exam Depot staff a full business day to organize and file your exams before notifying students that the exams are ready for pickup.**

Materials the Exam Depot can accept:

- Graded, fully alphabetized Biology midterms
- Graded, fully alphabetized Biology final exams

Materials the Exam Depot cannot accept:

- Exams that are not fully alphabetized (e.g., not alphabetized within each letter)
- Exams from non-Biology classes, (e.g., SIO, CHEM, SOM)
- Exams unintended for distribution to students
- Scantron forms
- In-class quizzes/worksheets
- Grade distribution/averages, answer keys, and other reference materials

Contact Information

Phone: (858) 534-0082

Email: bioexamdepot@ucsd.edu

Website: <https://biology.ucsd.edu/education/undergrad/course/exam-depot.html>