READY TO TAKE A PROCTORED QUIZ OR TEST?

1. Proctored Quizzes can only be taken after you have achieved at least a 90% on all homework assignments within that MOD, including the Quiz Prep (as explained on the “*Ready to Take a Checkpoint Quiz?*” handout).
2. Proctored Quizzes cover all new material learned from the previous Unit Test. Typically, Proctored Quizzes cover 1 or 2 MODs.
3. You MUST get at least a 70% on your Proctored Quiz to earn a passing grade and move on to the next MOD.
4. Proctored Unit Tests can only be taken after all MOD’s within the Unit have been successfully completed as well as the Test Prep with a 90%.
5. Proctored Unit Tests cover all material found in that Unit’s MODs as well as some review questions.
6. You MUST get at least a 70% on your Proctored Unit Test to earn a passing grade and move on to the next MOD.
7. Your instructor must complete a notebook check. Your notes for all sections prior to the proctored quiz/test must be approved by your instructor before you will be permitted to take that assessment.

**Quiz/Test Preparation**

1. Since you will not be permitted to use your notes or other outside resources on proctored

 assessments, you will need to allot plenty of time to study and prepare for the quiz/test.

 *\*\*Prepare for the quiz/test just as you would an assessment for any math class, computer-based or*

 *traditional!*

2. Complete the Quiz/Test Prep with at least a 90%. Quiz/Test Preps follow the same format as the

 Checkpoint Prep. Please refer to the handout “*Ready to Take a Checkpoint Quiz*?” for directions on

 how to complete Checkpoint Prep & Quiz/Test Preps.

 **\*\****Recall that as part of the steps for completing Checkpoint Prep & Quiz/Test Preps, you should be*

 *studying your notes and homework assignments prior to completing the Preps.*

3. As mentioned in the Quiz/Test Prep steps, if you feel there are concepts you are still confused on,

 go back to the textbook, videos, or power-points to relearn the material. If you still have areas of

 confusion, be sure to visit me during my office hours prior to your first attempt on a Proctored Quiz

 or Unit Test.

4. If you would like additional practice problems for assessments, you can utilize the Study Plan. The

 Study Plan is found by clicking “Study Plan” on the left hand side when you first log in to the course.

 Click on the Chapter and Section you would like to work on. You can pick and choose problems you

 feel you need extra practice with. These problems do not count in your overall average.

**Pencils** – You may notice some sections and problem numbers have pencils next to them. These are problems you need to work on based on previous quiz and test attempts. If you want to focus your efforts when studying for an assessment, work on the pencil problems in the sections that correspond to that MOD or Unit.

5. To get more practice in “Testing” mode, you can retake any of your Checkpoint Quizzes from the

 Unit you are studying. Your highest quiz grade will always count, so if you score lower on an

 attempt while studying for your test, don’t worry! Your highest grade will be counted.

**Test Day**

1. All Proctored Quizzes/Tests must be taken in class (or in the computer lab with prior approval) and

 will be proctored. As per the syllabus, you will not be permitted to take Proctored Quizzes/Tests in

 an unproctored setting. Taking a Proctored Quiz/Test in an unproctored setting will be in **violation**

 **of the Academic Integrity Policy** and appropriate action will be taken.

2. You will **NOT** be allowed to use any notes or other websites on proctored assessments. You will not

 be allowed to talk to anyone else while taking a Proctored Quiz/Test. You also will not be able to

 access any other parts of My Math Lab while taking these assessments. If you attempt to click any

 other buttons other than the ones available in the window of the test, you will be locked out of the

 assessment and all future assignments. Using other websites, talking to others, or trying to access

 other areas of My Math Lab during an exam will be in **violation of the Academic Integrity Policy** and

 will be considered **Cheating**. Appropriate action will be taken.

3. All cell phones must be turned off and STOWED AWAY (off your desk!) during proctored

 assessments. Cell phone use during assessments will be in **violation of the Academic Integrity**

 **Policy** and will be considered **Cheating**. Appropriate action will be taken.

4. When taking Proctored Quizzes/Tests, you will be given an “Online Quiz/Test Work Record” for all

 of your work. The only items permitted on your desk during assessments are a pen/pencil,

 calculator (if permitted), and an Online Quiz/Test Work Record. If you need more paper during an

 assessment, raise your hand, and I will provide you with more paper.

5. Come to class prepared to begin your Proctored Quiz/Test at the start of class to ensure you have

 enough time to complete the assessment. You MUST take your assessment in one sitting!

6. When you are ready, clear your desk except for the items stated in #4. I will enter the password so

 you can take your Proctored Quiz/Test. Use the Online Quiz/Test Work Record to write all of your

 work.

7. Carefully read and solve each question. Be sure to copy each problem carefully. Double-check that

 the answer you entered in My Math Lab matches the answer on your Online Testing Work Record.

 Avoid careless mistakes!

8. When you have answered all questions on the Proctored Quiz/Test, submit your assessment to view

 your grade.

9. As with your Checkpoint Quiz, upon submitting your proctored assessment, if you receive a 100%,

 fantastic! You have passed and can move on to the next MOD.

 If you got any questions incorrect, click “Review Quiz/Test” to review the incorrect responses.

 When you review the assessment, you will notice you will have access to the Help Features. Use

 these features, your Online Quiz/Test Work Record, and your notes (you can now take out your

 binder) to determine why you got the problem incorrect.

 **\*\* You need to get at least a 70% on each Proctored Quiz/Test. If you did not get at least a 70%,**

 **you will need to take the assessment over again.**

10. If you need to retake a Proctored Quiz/Test or wish to retake the Proctored Quiz/Test to obtain a

 higher grade, please refer to the “*Need to Retake a Proctored Quiz/Test*?” handout.

 **\*\*Place all Quiz/Test Work Records in the Proctored Quiz/Test section of your binder in**

 **sequential order.**

11. It is to your advantage to be well-prepared for a proctored test/quiz so that you earn a passing

 grade on your first attempt. Taking a quiz/test more than once means you will have less time to

 complete the next MOD. Passing an assessment on the first attempt will keep you on track to

 complete the course in one semester and avoid extra work.

12. **Drop Dead Dates**: Please be aware of the **Drop Dead Dates** for each proctored assessment.

 Failure to complete a quiz/test by its Drop Dead Date results in the following consequences:

* A grade of 0% will be submitted for your first attempt on the proctored quiz or test.
	+ Your A & P grade will be reduced by 10%.