

MA16010 Exam Instructions Summer 2015

General Information: This summer, all exams in MA16010 will be taken in LON-CAPA on the computer, just like how you do your homework but in a proctored setting. The exams will have a mixture of multiple choice and free response questions, just like your homework. For students who take the on-campus/traditional class and those online students who choose to come to campus to take the exams, you will take the exams in computer labs that I have already reserved (**PHYS 116, 117 for Exam 1, HAMP 3144 for Exam 2 and 3. Final location TBA**).

Exam Reservation: For each exam, there will be a reservation question (just like a multiple choice question) that you need to complete to reserve your spot for the exam. You can change your reservation if needed before the due date of the reservation question. If you need to change your reservation, go back to the same reservation question. Click on “Drop Reservation” and then select your new choice. **It is very important that you drop your previous reservation before you choose your new one. You would otherwise double book.** The reservation for Exam 1 is now available and it is due at noon on Fri, June 19. Please make sure you make your reservation before then. Here are the steps to make your reservation.

1. Go to the course contents page in LON-CAPA by clicking on the “Contents” tab at the top of the page.
2. Click on the “Exams” folder.
3. Click on the “Exam Sign-up” folder.
4. Click on the “Exam 1 Sign-up” folder.
5. Click on “sign-up.problem.”
6. Select your choice from there.

On-campus/Traditional Students: Students in the on-campus/traditional class have to select the on-campus computer lab exam options which coincide with their usual class time. For example, if a student’s class meets from 8:40am to 9:40am, he/she has to sign up for the 8:40am-9:40am slot in PHYS 116 or the 8:40am-9:40am slot in PHYS 117 for Exam 1. If there is an extenuating circumstance and you need to choose a different option, please contact me.

Online/Distance Students: Students taking the online class can choose any of the options presented in the sign-up problem. Your choice is independent from exam to exam, meaning you can choose different options for different exams. Here is what you would need to know/do based on the option that you choose.

1. If you choose to take the exam in a computer lab on campus, you just need to show up on time with your exam supplies (pencil, one-line calculator, etc) and take the exam.
2. If you choose to take the exam using Proctor U, please do the following.
 - (a) Carefully read through the ProctorU Test Taker handout which is posted on the course website.
 - (b) Schedule the exam with ProctorU at least 72 hours in advance to avoid any fees.

- (c) Prepare a **dry erase board** for your scratch work during the exam. You will not be able to use paper and pencil to work out problems. the dry erase board has to be small enough to fit the desk space in front of the computer that you will be taking the exam on.
 - (d) You will **NOT** be able to use a hand held calculator (such as the TI-30Xa calculator that is recommended for the course) during the exams. Instead you will need to use a desktop calculator in either **Standard** or **Scientific** view so that ProctorU can monitor what you are doing. To get familiar with such a calculator, I highly recommend that you try using your computer calculator while completing homework assignments if you choose to use ProctorU for exams. If you have a Windows computer, click on the Windows “Start” button in the bottom left-hand corner of the screen and then type in “calculator” to do a search. Be sure the view is either Standard or Scientific.
 - (e) Take the exam at your scheduled time.
3. If you choose to take the exam in a nearby testing center, please do the following.
- (a) Find a testing center. Most universities and Sylvan Learning Centers have one. Some libraries might also offer the service.
 - (b) Fill the proctor form and have it signed by the proctor.
 - (c) Email me (hdelgado@purdue.edu) the proctor form before the deadlines (**Exam 1: noon on Friday, June 19; Exam 2: noon on Friday, July 6; Exam 3: noon on Friday, July 17**). If there is any issue with the proctor form, I will contact you within 48 hours. If you do not hear from me within 48 hours, you can assume that you have my approval to take the exam in the testing center that you choose.
 - (d) Bring your exam supplies (pencils, one-line calculator, etc.) to the testing center and take the exam at the scheduled time.