

# MA16010 Online Quiz and Exam Polices

**Quiz/Exam Policy:** Quizzes and exams will be open book. You are NOT allowed to communicate with any person about the questions in any way. For example, friends, piazza, GroupMe or online tutors are NOT allowed; this is not a comprehensive list. You may use any other resource.

## Quiz/Exam extension and exemption:

- **Late Work Policy:** If you miss the deadline of an exam for any reason, you MUST contact your instructor within 48 hours after the deadline in order to get an extension, unless you are physically not able to. **There will be a 20 point penalty if there was not a valid reason for missing the exam.** If you miss a quiz for no valid reason, no extension will be given.
- **Giving an extension:** If there is an extenuating circumstance, and the student follows the late work policy and is able to provide a supporting document, then an extension will be granted. For example, a student is sick with a doctor's note.
- **Giving an exemption:** If a student is eligible for an extension, but needs a much longer extension than the typical time frame, we will work with the student on a case to case basis and possibly offer an exemption. If an exemption of a quiz/exam is given, the exempted quiz or exam will be replaced by the student's semester average quiz or exam grade respectively.
- **What circumstances are NOT considered extenuating?** Some examples of non-extenuating circumstances to request an extension of the quizzes/exams are:
  - Having a busy week
  - Your device is losing power (make sure you have a charger available before you start)
  - Clicking on the "Done" button by accident before completing the quiz/exam
  - Forgetting to click on the "submit button" for some questions
  - Not having (reliable) internet: **It is crucial that students have RELIABLE internet for this course, particularly for taking quizzes and exams. It is the student's responsibility to make sure that they have reliable internet and have backup plans if a connection issue were to arise during a quiz or exam.**

Some ideas for reliable internet and a backup plan:

1. Reduce the number of programs that you are running on your device.
2. If possible, minimize the use of video streaming in your residence during the time of quiz/exam.
3. Test out the hotspot from your phone and be ready to use your hotspot if needed.
4. Get a cable to connect to the landline of the internet.
5. LON-CAPA also works on iPads, tablets and smart phones. Be sure to test them out beforehand.

In an unexpected event such as a laptop crashing during a quiz/exam, please take a video documenting what happened and send it to the course coordinator at [hdelgado@purdue.edu](mailto:hdelgado@purdue.edu). **The video has to clearly demonstrate the issue.** In the case of a computer crashing, simply videotaping a blacked-out screen is not sufficient. The student needs to demonstrate in the video that the power is plugged in, and the student attempts to turn on (or use) the computer but it does not work.

**We will strictly follow these policies to ensure fairness to all students in this course.**