

Instructions for Faculty

- Pick up your final packet from Margarita or Maria
- Make sure you remember the password you set up for the final to give to your students. Put it on the board only when you want all the students to start.
- If a student submits by mistake, or if somehow their attempt is interrupted, you will have to go back in and allow them to retake it. The way you would do that is:
 - Go to Course Tools
 - Scroll down to Gradebook
 - Under Gradebook Views, select Tests
 - Any test that is incomplete will be marked in red with the words “access needed”. Click the access needed link to open the Results window for that student. Select Enable Access from the actions dropdown list to the right of the incomplete assignment, and click the Go button.
- Once all students have started the online part, it is recommended that you change the password, for security purposes.
- Do not provide any help such as writing formulas on board.
- Please be vigilant about cheating. With online exams, students may try all kinds of tricks...Let them know that cheating is not tolerated and if caught, they will fail the final (which translates into failing the class).
- You need to grade the free response on your own. Rubric will be in your packet.

Instructions for Students. Please read to students before the start of the exam.

- Students must turn off all cell phones before exam.
- No student may leave the room and then return.
- Only Scientific calculators are allowed (no cell phones, or electronic devices allowed).
- The exam consists of two parts; Time management is crucial. It is recommended that students spend approximately 1 hour 15 minutes on the multiple choice part, and 45 minutes on the free response part.
- All scratch paper must be returned along with the free response section.
- For the Multiple Choice Part, student needs to:
 - a) Logon to mymathlab.com using their username and password.
 - b) Click on their course
 - c) Click on Quizzes & Tests tab
 - d) Click on the Common Final
 - e) Enter the password provided by instructor
 - f) **Submit only after having completed all 30 questions** on the multiple choice part (student can leave a question blank and go back to it)
- For the Free Response Part, student must show all work in order to receive full credit. They need to do 4 questions out of 6.