

Taking Exams in Math 1010 - Online

There will be two midterm exams and a comprehensive final exam at the end of the semester.

Scheduling your midterm exams

You have a one week window (from Monday to Saturday) during which to take Exam 1 and Exam 2.

You can see the dates by looking at the course calendar. Each exam covers material through the previous week. Depending on availability, you can schedule when and where you take the exam.

- **When** - there will be available slots throughout the day.

***Test-taking tip:** The testing centers close punctually. If you want to take an exam at the end of the day, schedule a slot that gives you a cushion of extra time (and/or arrive early). That way if you arrive and there is a long line or there are problems finding your exam, you will not have less time to work on it.*

***Test-taking tip:** You have 60 minutes + a grace period when taking the exam (Note, you have 120 minutes and no grace period for the final). You will be penalized for going over. The testing center does not tell you when your time is up. Wear a watch or sit where you can see a clock so that you are aware of the time.*

- **Where** - at the U of U campus or at a satellite location – Bountiful, Sandy, or Murray.

If you live outside the greater Salt Lake City area, you can also arrange to have your test proctored by another college or university, or by an approved public institution. To find out more about this, read through the procedures at

<https://uonline.utah.edu/jsps/online/selectOOAExams.jsp>. It will take a few weeks to set on your own proctor up, so start early.

- **What you need** – bring a pencil, eraser, and scientific calculator. You will be given the exam and will write directly on it. Beginning fall semester 2013, online students will be allowed to bring backpacks, bags and/or purses into the UOnline Center examination lab. Students are required to hang them on the back of their chairs. Only exam related materials will be allowed on the each student's desktop during examinations. All other materials and personal items must be placed in their bags. The center will provide a bag for students who do not have other means to store their personal items. Use the restroom before you check-in.

Bring your U of U I.D. The UOnline Center has moved to a card swipe identification and check in procedures requiring all students to bring a valid university ID to gain admittance into the center for examinations.

The earlier you schedule, the more likely you are to get your preferred location and time. The satellite locations fill up quickly. You could sign up for both exams and the final as early as the second week of classes – and if you need to, you can change the time and place you reserve later.

To sign up for exams, go to <https://uonline.utah.edu/>, login using your U-id and password, and click on the links to sign-up. Alternatively, you can sign-up, reschedule, or deal with any other test scheduling matter by calling the **U-online Help Desk** at **801-581-6112**.

The Common Final

All the students in large sections of Math 1010 at the University of Utah take the same common final. For Fall 2014, the final will be held on Thursday, December 18th from 3:30-5:30pm at the University of Utah. The exact location will be announced early in the course. You do not need to sign up for it. Simply go to the specified location (bringing pencil, four function or scientific calculator, and ID).

If you are an out of area student, you should schedule as you did your other exams. You can take your final between Saturday, December 12th - Wednesday, December 17th. (You cannot take it on Thursday, since this day will be needed to process your final and return it to the testing center).

If you are in the Salt Lake area, but unable to attend the common final, you can still take the final through a Uonline testing center. However, your instructor will need to schedule a slot for you. You are not able to schedule one yourself. You can take the final any time between Saturday, December 12th - Wednesday, December 17th. Please contact your instructor two or more weeks prior to the final, so that an alternative arrangement can be set up; when you do so, state your preferred time and location. Note, not all satellite testing centers are open on all days.

When things go awry...

If you know in advance that you have a conflict with the exam dates, contact me to discuss taking the exam early. If you miss your time slot, contact the testing center by phone – they can often fit you in at another time. If you miss your exam due to circumstances beyond your control, contact me as soon as possible. Be prepared to provide documentation (for example, a doctor's note), and we will discuss your options.

After the exam

It often takes up to two weeks for exam grades to be posted. This is because it takes a few days for the satellite testing centers and individual proctors to return the exams back to the university (after the last day of the testing window). Also, because the online math courses have many students enrolled, it takes a few days to grade and tabulate all the results. Please be patient.

Once the exam grades are posted, it is recommended that you pick up your exam (from office hours or my office door) so that you can see your mistakes and learn from them for the future.