

## Taking Exams in Math 1050 - Online

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

### Scheduling & Taking your exams

You have a four day window (from Wednesday to Saturday) during which to take each exam. You can see the dates by looking at the course calendar or in the syllabus. It's to your advantage to take an exam towards the end of the week, since it will contain material covered during that 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 (120 minutes + a 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 your own proctor up, so start early.

- **What you need** – bring a pencil and eraser. 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 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**.

**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.