

- Exam Policy for OnLine Courses -

Schedule of Exams for Spring 2025:

Each exam may be taken twice (first attempt taken by its due date), with your exam score being the best of the two attempts. However, if you are using Option 3, you can only take one attempt on each exam using HonorLock.

Exam 1	Monday - Thursday, Feb 3 – 6; First Attempt by Wednesday, Feb 5
Exam 2	Monday - Thursday, Feb 24 – 27; First Attempt by Wednesday, Feb 26
Final Exam	Monday - Thursday, Mar 3 – 6; First Attempt by Wednesday, Mar 5

Last Update: January 28, 2025

Grading for Exams:

There are 2 unit exams (100 points each) for this course, along with a Final Exam (200 points) given during Finals Week. See schedule.

No Make-ups are allowed, and any missed exam will be given a grade of zero. However, you will be able to replace your lowest unit exam (or missed exam) with the average of that exam score and the final exam percent score. The required final exam will be counted in full and cannot be dropped or replaced.

Exam Format:

All exams will be taken in *MyLab Math* (MLM). Unit exams will be 2 hours long and the final exam will be 2 hours, 30 minutes long. Be sure to schedule yourself enough time to utilize the full amount of time allowed.

Location of Exam:

You have three options to take the exam. See the schedule for each exam for dates on each option.

Option 1:

Taking the exam at the Testing Center on the NWACC main campus, located in Bentonville. This is the preferred option for those who can make it to campus.

Details for scheduling your time with the Testing Center will be emailed before each exam opens.

Option 2:

If you are not a local student, you can test at an *approved* testing center at another college or university. I can assist you on finding a location. Once located, I will send that testing center the information needed to get you started on the exam, instruct them to provide you with scratch paper and, once you complete the exam, to scan/email the scratch paper back to me.

If this is your option, then you need to make certain that the location is approved at least a week in advance by me and the testing center, so that everything is set before the exam period begins.

Option 3:

If you wish to take your exams remotely then you can take your exams using HonorLock. HonorLock requires you to install a Google Chrome extension, which will restrict your computer's function while you take the exam and records your computer screen and external webcam.

You *must* meet all requirements stated in the *Guidelines for using HonorLock* document, located on the course page. Failure to meet *all* requirements *will* result in a reduction of score on the exam, even to a grade of zero, if the violation is serious. It is very important that you understand the requirements so that no reduction of grade occurs, so be certain that you understand the *Guidelines for using HonorLock* fully.

If you are concern about having your grade reduced by not meeting standards for HonorLock, then you *should* use one of the other options. This way, you only need to focus on the Mathematics.

If you decide on using either Option 2 or Option 3, you must let me know via email. For Option 1, just schedule with the NWACC Testing Center directly. The exam will be set up for you there.