

Hello everyone,

As you may have noticed in the casa calendar, this Friday, February 11, 12:01 am, the Test 2 Scheduler will become available. The actual exam window will be February 25 through February 28.

Once the scheduler is open, you must click the "Schedule Exams" tab in casa, scroll to the bottom of the screen and click the red box. This will bring up a calendar of the available testing days and times. After selecting the time you would like, you should receive an email confirmation with your test information. Hold onto this email in case there is any issue with your appointment.

Please read all the testing information in the Schedule Exams tab. You are expected to and will be accountable for knowing this information and following those directions.

Before taking the exam, you must show up to the testing center and have your fingerprint and photograph put on file with the testing center (this is referred to as "biometrics" in the Schedule Exam tab). This is for exam security purposes. It may be done at any time before the exam begins. If you have done this already in a previous semester, you do not need to do it again. (This is not used to run a background check or shared with law enforcement. It is to verify that, on test day, you are not sending your twin to take the test for you...and yes, that has been done in the past.)

There are three testing centers on campus (specific information is at the top of the Schedule Exam screen). You do not get to choose which one you go to, but the building will be indicated when you schedule your exam. On the day of the test, make sure you show up on time at the correct testing location. You must have your UH identification with you to check into the testing center. If you have not yet received your Cougar ID, a valid state ID will be acceptable. The testing center will provide an area for you to store all other personal items while you are taking the exam.

There are no calculators and no formula sheets or notes allowed while taking this exam.

I have no control over the scheduling and operations of the testing center. Any issues with your scheduling the exam should be brought to their attention. If you miss or show up late to your scheduled exam, you will be allowed to reschedule, only if there are available testing slots. There is no "stand-by" testing available. If you miss your exam and are unable to reschedule, you will receive a grade of zero.

If you miss your scheduled appointment for a valid reason, from which you provide documentation that can be verified, a limited amount of make-up testing slots are available. You will need to contact me concerning this. Only valid reasons, described in the UH Policies on Make-Up Assignments with valid documentation will be honored. (A picture of traffic or a doctor's office is not documentation; anyone can Google "traffic pic.")

As a recommendation, schedule your exam as soon as the scheduler becomes available, so you can get your desired time slot. Class will continue as normal during the testing window. There will be enough time slots available for everyone, however, they will not all be available on the first day of the scheduler. If you log in and there are no time slots available, keep trying. The testing center will open up more time slots continuing until the first day of the testing window. Additional slots will not become available until all available slots are filled. You can change your appointment through the Schedule Exams tab to any other available time slot (you cannot "swap" an appointment with a friend). ***Do not wait until the day you want to take your exam to try scheduling it!***

Show up early on the day of the exam so you will have time to park and walk to the testing center. Keep in mind that there will likely be line to wait on when you get there, so allow plenty of time. Do not take out any hostilities about your being late on me or the people working at the testing center or you will be removed from the building, scored with a zero, and possibly removed from the class. (If you are someone who is used to getting your way at a retail store by screaming at the cashier, do not try that in this situation. You won't be as amused with the outcome.)

The exam will consist of 18 multiple choice questions. (In the posted exam review, there is mention of free-response questions; please ignore that.)

In the gradebook, the grade will appear as Test 2. Your grade will appear immediately after you submit your exam. (If you do not click Submit and the timer runs out, your grade will appear 1-2 days later.) You will be able to view your exam several days after the testing window has concluded.

The practice test, in "Online Assignments" is not required, but will provide valuable help for taking the test. It will also count as extra credit on the exam (5% of your best score will be added to your exam grade). This extra credit will not be added on the score you see in the casa gradebook, but will be added when your actual course grade is calculated.

Good luck!

--Dr. Matt