

Saturday at midnight, September 7, the scheduler for Exam 1 will open. (This means it will become available at 12:00 am on 9/7; the midnight between Friday 9/6 and Saturday 9/7.) The actual exam window will be September 21 – September 24.

Once the scheduler is open, you must click the “Proctored 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.

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 Proctored Exam tab). This is for exam security purposes. It may be done at any time before the exam begins.

There are three testing centers on campus. 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. They will provide an area for you to store all other personal items while you are taking the exam. In addition to the in-class exam review, I will be holding an additional review session. This will take place on 9/16 from 12:00 – 1:00 in Melcher Conference Room of the Alumni and Athletic Center (located on Cullen Rd next to the baseball diamond). There is no need schedule this review. If you are available, just show up. This is an optional session.

You will permitted any calculator of your choosing on this exam, but you must provide the calculator.

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.

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. You can change your appointment through the Proctored Exams tab to any other available time slot (you cannot “swap” an appointment with a friend).

The exam will be in two parts: multiple choice and free response. We will discuss how many questions make up each part of the test when we review. When taking the exam, do not hit the Submit button until you have completed the entire exam (including the written portion). Hitting Submit indicated to the proctor that you are finished, and they will collect your testing materials at that time.

In the gradebook, the grade will appear as two separate entries: Test 1 and Test 1 FR. You will need to add these grades together to know your complete grade. The multiple choice grade you will see immediately upon completing the exam. The free response score can take several weeks to appear. We will discuss how many points cover each part of the exam when we review.

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. Even though the deadline for this is the last day of testing, please complete the practice test prior to taking your exam. It will not serve any purpose taking it after the test.

Good luck!