**How to access and submit your tests in MAC 1105**

You will take a total of 4 tests: 2 Unit Tests, a Midterm Exam, and a Final Exam. Absolutely no extensions will be granted. **Each test can only be taken once. No retakes are allowed.** The deadline specified in the Weekly Schedule is the last day you have to take each test.

**\*\*\***All tests will be submitted electronically via Blackboard. Once you have logged in, under the course menu you will find each Unit Test by clicking the folder “Assessments (TESTS).”

**UNIT TESTS:**

You may take each Unit Test from your home computer; no password is needed.

Unit Tests must be completed by 11:59 PM (E.S.T.), no later than the specified deadlines.

**There will be a 120-minute time limit for each Unit Test. Problems not answered within the time limit will be counted as incorrect.**

As you answer each Unit Test questions, I suggest that you save your answer after each problem you have completed. By doing this, if the power goes out you will not lose your work. Even if you save your answers, you can go always go back and change them. Once you finish, **make sure you select “Save All Answers,” and click on “Save and Submit.”** If you do not submit your test, it will not be sent and graded. Immediately after you submit your test, the computer will give you the test score. You are responsible of making sure that your test is submitted in BB. If you do not receive a score at the end of your test, your test was not submitted.

**MIDTERM AND FINAL EXAMS:**

The Midterm Exam and the Final Exam must be taken at one of the testing centers at Valencia College or an approved proctored site (prearrangement is required for the latter). ***You cannot take the Midterm or Final Exam from home!***

The Midterm and Final Exams are closed book/notebook. No notes or formulas will be allowed. The testing center will provide paper and pencil for calculations; the scratch papers will be collected.

You can take these exams (at the testing center) at any day/time that is convenient to you, no later than the specified deadlines. The Midterm Exam and the Final Exam have no time limit. I recommend that you allow at least two hours to take each of these tests (two hours or more). Since there is no time limit, there should be no reason to leave any question unanswered because you ran out of time!

As you answer each exam questions, I suggest that you save your answer after each problem you have completed. By doing this, if the power goes out you will not lose your work. Even if you save your answers, you can go always go back and change them. Once you finish, **make sure you select “Save All Answers,” and click on “Save and Submit.”** If you do not submit your test, it will not be sent and graded. Immediately after you submit your test, the computer will give you the test score. If you do not receive a score at the end of your test, your test was not submitted. Should you have any technical difficulties while submitting your test at the Testing Center, you must alert a staff member immediately! The Testing Center specialist must contact your instructor and explain any technical problems encountered. Make sure that this procedure is
is strictly followed; if the Testing Center specialist does not corroborate the problem, you will receive a score of zero if the test is not submitted properly.

NOTE: You can only see your tests in my office **after** the tests deadlines. I cannot give you a copy of the tests. I will be glad to discuss your test performance during my office hours.