

## **MATH M118 Computer Testing Information**

During the fall and spring semesters (not during summer sessions), tests for MATH M118 will be administered on desktop computers in the Testing Center (SL 070) during a scheduled 6-day period of time (see your Class Schedule). A test reservation is required for each test (see below for instructions). Three computer tests will be given during the semester. You must take each computer test within the given testing period – no make-ups will be given after the testing period ends. **NOTE: Test 4 is NOT computerized. It is paper/pencil test taken in your CLASSROOM, during regular class time – see your instructor Syllabus for test date.**

A missed test will be recorded as zero. **The lowest of your four test scores will be dropped.**

The MATH M118 final exam is not computerized. The final exam is a mandatory, comprehensive, traditional paper/pencil exam. All students take the final exam during the pre-arranged common exam date/time, set prior to the beginning of each semester – it is always the weekend BEFORE regular final exams week.

## **Testing Center Information**

**Location** of the Testing Center is SL 070. The SL building is on the corner of Michigan and Blackford.

**Test dates:** See Calendar and Test Dates for the current semester.

**Times:** The Testing Center is open for M118 testing during the hours below – **RESERVATIONS ARE REQUIRED**

Monday, Tuesday, Wednesday, Thursday: 9:00 am to 8:00 pm

Friday and Saturday: 9:00 am to 6:00 pm

Also note that the Testing Center closes at 8 pm Monday-Thursday and at 6 pm on Friday and Saturday, regardless of what time a student begins testing. Computer tests are designed to take about 1 hour, but the time limit is set at 1.5 hours in case technology issues occur and students experience some downtime during testing.

## **Making a Math 118 Test Reservation**

- Log into your Math 118 class in Canvas
- On the front page, click on the link for the test you wish to schedule (i.e. Test 1, Test 2, or Test 3).
- If you are asked to log in again, use your usual Canvas login/password
- If the page does not load make sure that no extra characters were added to the link that you clicked on (if extra characters were added to the url in your new window, delete them, press enter, and the page will load).
- Pick a date and an open 90-minute time slot from the testing periods listed on your Class Schedule  
**Do not schedule a reservation during class time**
- A confirmation e-mail will be sent to the e-mail that you have provided during the reservation process (it will come from “Testing Center – Classroom Assessment”)
- You may attempt to reschedule your test reservation up to 1 hour before your scheduled time by using the “reschedule” link found in your original reservation confirmation e-mail (search for “Classroom Assessment” in your inbox).
- Rescheduling an exam automatically cancels your original reservation.
- You can reschedule as many time as you wish, provided there are seats available, but you will NOT be able to have more than one appointment for the same exam.

- **Rescheduling reservations is strongly discouraged, as it may leave you with limited dates/times to choose from. Do this only as a last resort.**
- In the event that something significant occurs that prevents you from rescheduling your test on time, and you miss your appointment, you can set up a NEW RESERVATION by following the steps at the top of this page. If it is the last day of testing, and you cannot make it to campus, there are no make-up tests, but your lowest test score is dropped.
- If you have any questions/problems making or rescheduling a reservation, please contact the Testing Center by e-mailing Kristi Cobble (kcobble@iupui.edu) or calling 317-274-6916.

### **Sample Tests for Practice**

About one week before each testing period begins, you will be able to access a computerized practice test on Maple TA. Each practice test should give you a good idea of some of the types of questions that you can expect on the actual test and will allow you to get used to the testing environment and software. You can take the practice tests multiple times; your results are not recorded.

[NOTE: In addition to the computerized practice tests, it is HIGHLY recommended to do the traditional paper/pencil practice tests, which contain different problems, and can be accessed through your instructor's Canvas site (or on the Math 118 Webpage <http://math.iupui.edu/courses/math-m-118> ) ]

Instructions for Maple TA practice tests: Go to <https://syrup.math.iupui.edu:8443/mapleta>

Your user login is your university username (i.e. the username you enter for Canvas and One.IU). Your password is the lowercase letter 'p' followed by the last 4 digits of your 10-digit university id number. For example, if your student id is 0000123456, your password is p3456.

After you log in, click on the link to enter your class. Then click on the practice test to open it. You will have 90 minutes to complete the practice test (just as you do for the actual test).

Move through the practice test and answer questions in any order. Click "Next" or "Back" to move through the assignment. Or use the "Question Menu" to jump to any question.

When you are finished answering all of the questions, you will click on "Grade". Once you "Grade" your test, you will not be able to go back and change any answers. After you click on "Grade", you will see your score. After you see your score, you can click on "View Details" to see which questions you got right, which you missed and the correct answers for those you missed. You can also print the details report for your test, by clicking on the "print" link in the upper right corner of the details page.

### **General Exam Day Instructions (full exam instructions are posted on the last page)**

- When you get to SL 070, you will present your **JagTag card** (i.e. your student ID), which will be used to (a) verify who you are and (b) pull up your test reservation to assign you a seat for the test.  
**Note: No other form of ID will be accepted – must be your JagTag.**
- The only calculator allowed at the testing site is the **TI-30Xa** calculator.
- You will be given a testing booklet when you check in, which contains blank paper for you to work out your solutions on, before entering your answers on the computer.
- Leave all books, bags, notes, hats, cell phones, watches, Fitbits and other personal items in the hallway lockers directly outside the Testing Center. **Please turn off cell phones and any other electronic devices before placing them in a locker.**

- While phones are not permitted at your computer, your remaining test time will always be displayed on the computer screen during testing.
- Sit in your assigned seat.
- Do not open new desktop windows or applications while taking a test.
- Do not use notes or other course material. Scratch paper is available in the Testing Center (just raise your hand).
- Keep your eyes on your own screen.
- **Talking is not allowed.** If you need help during the test, raise your hand, and a proctor will assist you. Proctors will not answer any questions about the problems on the test.

### **Viewing Your Test Results**

A few days after the testing period ends you will be able to log back into the testing website from home or a computer on campus to view the details of your test.

Log in to MapleTA: <https://syrup.math.iupui.edu:8443/mapleta>

After you log in, click on the link to enter your class. Then click on “Gradebook” and “View Past Results.”

At the top, highlight the test you would like to view and then click “Search” at the bottom of the page. You will see the Test name at the very bottom of the page (scroll down). Click on the “details” link to see your test details. You will be able to view your test questions, your responses and the correct answers for the questions you missed. This should help you to learn from your test mistakes and aid in preparing for the final exam.

### **Dishonesty and Student Misconduct**

Any attempt to cheat or defeat the interactive testing system through file manipulation, tampering or any other inappropriate activity will result in a failing grade for the course and will be reported to the Dean of Students.

Do not take notes, books, calculator covers or formula sheets with you to the testing station. If a student is found to be in possession of prohibited materials at the testing station, this will be considered cheating.

**Problems or Concerns** related to computerized testing should be directed to the course coordinator, Christopher Dona, at [cdona@iupui.edu](mailto:cdona@iupui.edu)

## **Full Instructions that will be handed to you when you take a computer test at the Testing Center (SL 070)**

1. **If you have your cell phone, immediately give it to the proctor.** The proctor will assign you to a computer in the testing lab. Please use the inside and the back of the booklet for your scratch work. If you need additional paper, raise your hand and the proctor will provide some for you.
2. **Your JagTag is to remain displayed by your computer and visible during the entire test.** Not having your JagTag displayed will result in the test being stopped and receiving a grade of zero.
3. You will need to log into Windows using your IUPUI network ID and password (i.e. what you use for Canvas).
4. Double-click on the "Math M118" icon to open the MapleTA login screen.
5. Log into MapleTA using the same username/password that you used for the computer homework: Your **IUPUI network ID as the username** and your **password is a lowercase 'p' followed by the last 4 digits of your 10-digit university ID number**. Click on the link to enter your class. Then click on the name of the current test, e.g. "Test 1 MATH M118."
6. Read problems carefully, use the scratch paper to work them out; then choose or type in your answers:
  - To answer traditional multiple choice questions, you click in the circle next to the response of your choice. A green dot will appear in the circle that you have chosen.
  - For number response questions, click in the answer box and then type the numeric answer. You can use commas or you can omit them i.e. **12,100 and 12100 are both acceptable formats**.
7. Sometimes you may need to drag the scroll bar down, on the right side of the screen, to see the entire question or all of the answer choices.
8. To move from question to question click on the "**Next**" or "**Back**" buttons on the upper-left screen. Or use the Question Menu to jump to any question. Don't click too quickly on "Next" or "Back." Give each page a chance to load.
9. You can answer the questions in any order and you may change your answers as many times as you like before you finish and "Grade" your exam.
10. A maximum of **90 minutes** is provided for completion of the test. After 90 minutes, the test will automatically close. You will be asked to click on "Grade." Your time remaining will be shown in the upper-right corner of the test.
11. **Finish the entire test.** There is no penalty for guessing, so you should not leave any questions unanswered. You cannot grade individual questions as you move through the test. You will grade the test only once, when your test is completely finished.
12. **After completing all of the questions, click on "Grade."** You will see your score. Do not close the testing session until after you see your test score. **YOU MUST COMPLETE THE GRADING PROCESS BEFORE CLOSING THE TESTING SESSION IN ORDER TO HAVE YOUR RESULTS RECORDED IN THE GRADEBOOK.**
13. After seeing your score, click on "**Quit & Save**." Close all windows by clicking on the X in the upper right corner before you leave the terminal and **PLEASE LOG OFF THE COMPUTER**.
14. If you have additional scratch paper, please place it in the booklet. **Place your booklet in the turn-in slot located in the lobby. DO NOT THROW YOUR BOOKLET AWAY.** Please be sure to swipe out with your JagTag before exiting the Testing Center. If you had any problems or concerns, the supervisor will help you fill out an Incident Report.

Note: Any attempt to cheat or defeat the interactive testing system through file manipulation, tampering, or any other inappropriate activity will result in **failing the course and misconduct noted on your permanent academic record**.

**Testing Lab Surveillance System:** Portions of this course may be subject to electronic proctoring. Video cameras may be used to monitor the room during exams. Video recordings may be used to investigate or support disciplinary action. All access to and use of video equipment and recordings will follow applicable IU policies.

### **Additional instructions:**

1. No notes, books, cell phones or calculator covers are to be at your terminal area. Scratch paper will be provided. The only permitted calculator is the **TI-30Xa**. Possession of any prohibited item at your testing station will be considered cheating.
2. No other window is allowed to be open on your computer other than the test. If another window is open, this will be considered cheating.
3. If your cell phone rings or if you look at or use your cell phone for ANY reason, the proctors will end your test.
4. There is no penalty for guessing. You should not leave questions unanswered.