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 scheduled times. Four tests will be given during the semester. You must take each computer test within the given testing period (usually 5 days). No make-ups will be given after the testing period ends. A missed test will be recorded as zero. **The lowest of your four test scores will be replaced by your final exam percentage.**

**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.

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.

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 Lab Information

**Location** of the Testing Center is SL 070 (corner of Michigan and Blackford).

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

**Times:** The Testing Lab is open for MATH M118 testing during the following hours:
- Monday, Tuesday, Wednesday, Thursday: 9:00 am to 8:00 pm (arrive by 6:30 pm)
- Friday and Saturday: 9:00 am to 6:00 pm (arrive by 3:30 pm)

Please note that the Testing Center is closed for MATH M118 testing on Sunday.

Also note that the lab closes at 8 pm Monday-Thursday and at 6 pm on Friday and Saturday, regardless of what time a student begins testing. This means that students who are seated late in the day for testing will not have 1.5 hours, but will have until the closing time of the lab to complete their tests.

**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.
Sample Online Practice Questions

About one week before each testing period begins, you will be able to access an online practice test. 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.

Log in to MapleTA:  http://syrup.math.iupui.edu:8080/mapleta/login/login.do

Your username is your IUPUI network ID. 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 assignment link to open it.

Move through the assignment 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.

In addition to the sample online test questions, you will also find traditional paper/pencil sample tests on the MATH M118 website.

Bring to Each Test

Bring your Jagtag Card (not a driver’s license or other form of ID- you must bring a Jagtag), a pencil or pen, and your calculator (the TI-30Xa is the only calculator permitted). You must have your JagTag card on your desk and visible during the ENTIRE test or the proctor will close and end your test.

Hats, cell-phones, pagers, calculator covers, books, notebooks, etc. should all be left at home or stowed away in a backpack. None of these items are permitted at the testing stations.

View 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:  http://syrup.math.iupui.edu:8080/mapleta/login/login.do

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

Click on the name of the Test and then “Search.” After you click “search” you will find 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.
**General Instructions for Testing**

You will show your Jagtag card to a proctor and the proctor will assign you a seat at a testing computer station. Once seated, you will keep your Jagtag card visible during the entire test.

Scratch paper will be provided and you will do all of your scratch work on this provided sheet that will be turned in when you complete the test. You will also receive detailed instructions for taking the test and your test login and password.

Test questions are a mix of multiple-choice and open response (where you type your numeric response).

Move through the test and answer questions in any order. Click “Next” or “Back” to move through the test.

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.

When finished, turn in your scratch paper to a proctor.

There is no penalty for guessing.

Please maintain a quiet environment while in the testing lab.

**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@math.iupui.edu
**Detailed Instructions for Testing**

1. **Turn your cell phone off and store it away.** Show your **JagTag card** to the proctor. The proctor will then direct you to scan your card. The proctor will provide you with scratch paper and will assign you to a computer in the testing lab. **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.

2. You might need to log into Windows using your IUPUI network ID and password (i.e. what you use for Oncourse).

3. Double-click on the “Math M118” icon to open the MapleTA login screen.

4. Log in to 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, i.e. “Math 118 Test 1.”

5. 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.**

6. 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.

7. 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.

8. 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.

9. 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.

10. **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.**

11. **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 RESULTSRecordED IN THE GRADEBOOK.

12. 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. **DO NOT SHUT DOWN or LOG OFF.** If you are using a laptop, do not close the cover.

13. **Turn in your scratch paper to the proctor.** If you had any problems or concerns, the proctor 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 **a failing grade for the course.**

**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.