

# MATH M118 Computerized Testing – Fall 2018

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 testing window (see your Class Schedule). A test reservation is required for each test (see below for instructions). Four 90-minute computer tests and a 2-hour computer final exam will be given during the semester. You must take each computer test within the given testing window– no make-ups will be given after the testing period ends. Each test can only be taken once, and a missed test will be recorded as zero. **The lowest of your scores from your four 90-minute tests will be dropped.**

## MyLabsPlus (MLP) for Computerized Testing

MyLabsPlus (MLP) is the name of the program that you will be using for the computer HOMEWORK (completed at home or school) and the computer TESTING (taken at school only, at the Testing Center, SL 070).

You will access MLP through your Math 118 Canvas site (i.e. click on the “MyLabsPlus” link on the left side and then click on the box to launch MyLabsPlus in a new window). No access code or login information is required for MyLabsPlus, after accessing it through Canvas. This is the process for accessing all of your computer homework, sample tests, as well as your four tests and final exam; however, the tests and final exam can only be accessed using computers at the Testing Center in SL 070 during your scheduled test reservations.

## 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 (e.g. Test 1).
- Wait 5 seconds for the page to load. 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)
- Click on the DATE and an open 90-minute TIME SLOT that you wish to reserve – Click the red CONTINUE bar at the bottom of the page to proceed
- For a testing window that spans across two months (e.g. Test 3), click on the arrow to the right of the month to navigate to the next month
- **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

## What are the Computer SAMPLE Tests?

A week before each testing period, a computer sample test will appear in MyLabsPlus in the “Tests and Sample Tests” folder. The sample tests will give you a good idea of some of the types of questions that you can expect on the actual tests and will also allow you to get used to the online testing program by taking a timed set of problems that cannot be graded while you are working the problems. You can take the sample tests **multiple times**; your results **do not count towards your grade**. Sample tests will appear at least one week prior to the first day of each testing window.

NOTE: Taking a sample test should not be your SOLE means of preparation for a test. To ensure that you have covered all the problem types that could appear on a test, you should also re-work all problems from: (1) the textbook study list (posted in Canvas), (2) lecture, (3) computer homework and (4) written assignments/problems submitted in class.

## WHEN do I take the ACTUAL Tests?

Four 90-minute computer tests and a 2-hour computer final exam will be given at the Testing Center (SL 070), during the testing windows listed below. A TEST RESERVATION is required to take each test. Each test can only be taken once. See your instructor’s Canvas site for detailed instructions for how to make a test reservation. You will not be able to take any computer tests without a reservation. My best advice: NEVER make a reservation for the last day of testing, as you leave yourself no back-up plan if you have an emergency, illness, transportation issues, etc...

Note: Tests 1-4 are worth **100 points each**. If you miss a test, there are no make-ups; however, the lowest of your four test scores will be dropped at the end of the semester. The final exam score cannot be dropped and counts as **200 points** of your course grade. Taking ALL four tests provides the best preparation for the comprehensive final exam.

### Testing Windows:

		<b>By reservation only:</b>
Test #1 (90-min Computer Test in SL 070):	Sections 2.1-2.3 and 3.1-3.3	Mon Sept 17 – Sat Sept 22
Test #2 (90-min Computer Test in SL 070):	Sections 4.1-4.4	Mon Oct 8 – Sat Oct 13
Test #3 (90-min Computer Test in SL 070):	Sections 5.1-5.4	Wed Oct 31–Tue Nov 6 (not Sun)
Test #4 (90-min Computer Test in SL 070):	Sections 6.1-6.3 and 7.1-7.3	Mon Nov 26 – Sat Dec 1

**Final Exam (2-hour Computer Test in SL 070)** Ch 2-7 and 9.1

Your final exam testing window is based on the section of the course you are enrolled in:

**Mon/Wed Sections:** Final Exam Testing Window is Thur, Dec 6 – Fri, Dec 7

**Tue/Thur Sections:** Final Exam Testing Window is Fri, Dec 7 – Sat, Dec 8

### Fall 2018 Testing Center (SL 070) Hours:

Monday, Tuesday, Wednesday, Thursday:	9 am—8 pm
Friday, Saturday:	9 am—6 pm
Sunday:	The Testing Center is CLOSED for math testing

**More about Testing Center Hours:** Be on time for your test reservation. 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. This means that students who are seated late in the day for testing will not have 90 min, but rather will have until the closing time of the lab to complete their tests.

## WHERE is the Testing Center?

At your reservation time, go to the Testing Center, which is located in the basement of the SL Building, Room 070. Note: The Engineering Science & Technology Building (SL) is located at 723 W Michigan St (corner of Michigan & Blackford). Here is a link to the IUPUI Campus Map for more information: <https://map.iu.edu/iupui/index.html>

## Testing Center Policies and What to Bring to Your Test

- Bring your Crimson card (not a driver's license or other form of ID – ONLY an active Crimson card will be accepted). **You must have your Crimson card at your desk and visible during the ENTIRE test or the proctor will close and end your test.** Also, bring a pencil or pen, and your **TI-30Xa calculator** (no other calculators are permitted).
- **No cell phones are allowed** at the testing computers. For **Duo Authentication**, generate a **6-digit code** on your phone or U2F token BEFORE ENTERING THE TESTING CENTER and write it down on a post-it note provided at the Testing Center check-in desk. You will NOT be able to use push notifications or the calling feature to access Canvas at your computer – **only the 6-digit code for Duo is allowed at your testing computer.**
- **Personal Items Prohibited During Testing:** All personal items need to be stowed away in a security bag (available at the Testing Center check-in) or placed inside a locker outside of the Testing Center. Items prohibited during testing include phones, all watches, hats, calculator covers, books, notebooks, sunglasses, ear buds, Fitbits, or other electronic devices. Silence all cell phones and any other electronic devices before placing them in a security bag or locker. Having any prohibited items at your testing computer is considered cheating and will immediately end your test, resulting in a score of 0, and reported as an incident of academic misconduct, which could lead to further academic discipline.
- You will be given a **testing booklet** with detailed instructions when you check in. The inside and back of the test booklet is blank paper for you to work out your solutions on, before entering your answers on the computer (additional scratch paper is available – just raise your hand). You will turn in your test booklet and any scratch paper after you complete the test. You will have 90 minutes to complete a test (2 hours for the final exam) and the time remaining will always be displayed on your computer 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.
- **Testing Center 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.
- The **detailed test instructions** that will appear on your test booklet are also posted on the next page. **Please read these before taking your first test.**

## Viewing Your Old Tests:

While you WILL be able to see your test score immediately after submitting your test, you will not be able to view the full test details until after the testing window has closed. At that time, you will be able to view all of your test questions, your responses, and the correct answers for any questions you missed, by clicking on the “Gradebook” in MyLabsPlus and then clicking on “Review” next to the test. Reviewing old tests will help you learn from your test mistakes and aid in preparing for future tests and the final exam.

## **Dishonesty and Student Misconduct**

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.

**Problems or Concerns** related to computerized testing should be directed to the MATH M118 Course Coordinator, Christopher Dona, at [cdona@iupui.edu](mailto:cdona@iupui.edu) .

## Full test instructions you will receive before beginning each test at the Testing Center (SL 070)

1. **If you have your cell phone, immediately inform the proctor.**
2. Please use the inside and back of this test booklet for your scratch work (if additional paper is needed during the test, raise your hand and the proctor will provide you with some).
3. **Your Crimson card is to remain displayed by your computer and visible during the entire test.** Not having your Crimson card displayed will result in the test being stopped and receiving a grade of zero.
4. Log into Windows and Canvas using your IUPUI username, password (and the 6-digit DUO Authentication passcode, when prompted) and launch MyLabsPlus the same way you would for a homework assignment.
5. Go to the **“Tests and Sample Tests”** folder and select the current test, e.g. **“MATH M118 Test 1.”**
6. Click **“Start Test”** and then **“OK”** when the **“Launch Application”** box appears.
7. During the test, ignore all icons at the very top of the screen in the blue and gray ribbon (they do not do anything).
8. 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.
  - 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.**
  - For **fraction/decimal answers**, enter an exact answer or enter at least 3 correct decimal places, unless more decimal places are specified in the question instructions. The following are all acceptable formats:  
**1/4 0.25 .25 0.317 .317 0.3174192 .3174192 0.0012345 .0012345**
9. To move to the next question, either click on the right arrow next to the question drop-down menu or on the arrow in the bottom-right corner of the screen. To go to a specific question, use the question drop-down menu.
10. You can answer the questions in any order and you may change your answers as many times as you like before you finish and “Submit” your test. However, you cannot grade individual questions as you move through the test.
11. A maximum of **90 minutes** is provided for completion of the test. After 90 minutes, the test will automatically end (a 30-sec reminder will appear). **Your time remaining will always be shown in the upper-right corner of the test.**
12. **Finish the entire test.** There is no penalty for guessing, so you should not leave any questions unanswered. You can only take this test one time.
13. **After completing all of the questions, click on “Submit Test.”** You will see a box stating that you are no longer using a lockdown browser – click **“OK”** and then you will see your test score (Note: AFTER you leave the Testing Center, you may view the scale posted on your Syllabus to see what LETTER grade your test score corresponds to).
14. After seeing your test score, **close the MyLabsPlus window** by clicking on the X in the upper right corner, **log out of Canvas** by clicking on the **“Account”** icon and then on the **“Logout”** box below your name. Lastly, before you leave the terminal **PLEASE LOG OFF THE COMPUTER.**
15. 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 University ID card before exiting the Testing Center. If you have any problems or concerns, please notify the supervisor.

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.**

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### **Additional instructions:**

1. No notes, books, calculator covers, cellphones, watches, or other electronic devices are to be at your testing station. Possession of any prohibited item at your testing station will be considered cheating.
2. Scratch paper will be provided. The only permitted calculator is the **TI-30Xa**.
3. 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.
4. There is no penalty for guessing. If you have time remaining, you should not leave questions unanswered.