

**- Exam Policy for OnLine Courses -**

**Grading for Exams:**

There are 2 unit exams (100 points each) for this course, along with a Final Exam (200 points) given during Finals Week. See schedule.

No Make-ups are allowed, and any missed exam will be given a grade of zero. However, you will be able to replace your lowest unit exam (or missed exam) with the average of that exam score and the final exam percent score. The required final exam will be counted in full and cannot be dropped or replaced.

**Exam Format:**

All exams will be taken in *MyLab Math* (MLM). Unit exams will be 2 hours long and the final exam will be 2 hours, 30 minutes long. Be sure to schedule yourself enough time to utilize the full amount of time allowed.

**Location of Exam:**

You have three options to take the exam. See the schedule for each exam for dates on each option.

*Option 1:*

Taking the exam at the Testing Center on the NWACC main campus, located in Bentonville. This is the preferred option for those who can make it to campus.

Details for scheduling your time with the Testing Center will be emailed before each exam opens.

*Option 2:*

If you are not a local student, you can test at an *approved* testing center at another college or university. I can assist you on finding a location. Once located, I will send that testing center the information needed to get you started on the exam, instruct them to provide you with scratch paper and, once you complete the exam, to scan/email the scratch paper back to me.

If this is your option, then you need to make certain that the location is approved at least a week in advance by me and the testing center, so that everything is set before the exam period begins.

*Option 3:*

If you wish to take your exams remotely then you can take your exams using HonorLock. HonorLock requires you to install a Google Chrome extension, which will restrict your computer's function while you take the exam and records your computer screen and external webcam.

You *must successfully* complete the required sample exam at least a week before the exam time. Failure to do so will make the exam unavailable for you to take using HonorLock. In that case, you will need to take your exam using Option 1 or 2 above.

If you wish to use Option 3, then go to the "Guidelines for using HonorLock" link on our course page for details to take the sample exam. If you plan to use Option 1 or 2, there is no need to take the sample exam.

**Schedule of Exams for Fall 2024:**

*Each exam may be taken twice (first attempt taken by its due date), with your exam score being the best of the two attempts. However, if you are using Option 3, you can only take one attempt on each exam using HonorLock.*

	<b>Testing Center Testing Approved Alternate Site Testing</b> <i>Options 1 and 2</i>	<b>Remote Testing via HonorLock</b> <i>Option 3</i>
Exam 1	Tuesday - Thursday, Sept 10 - 12 First Attempt by Wednesday, Sept 11	Monday, Sept 9, 4:00 – 10:00 PM Only 1 attempt allowed using HonorLock
Exam 2	Tuesday - Thursday, Oct 1 - 3 First Attempt by Wednesday, Oct 2	Monday, Sept 30, 4:00 – 10:00 PM Only 1 attempt allowed using HonorLock
Final Exam	Tuesday - Thursday, Oct 8 - 10 First Attempt by Wednesday, Oct 9	Monday, Oct 7, 2:00 – 11:00 PM Only 1 attempt allowed using HonorLock