

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 computer testing lab in SL 070 during scheduled times. Four tests will be given during the semester. You must take each 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 **next lowest** regular test score when computing your final course grade. This allows you to miss one test for family illness, accident, emergencies, failure to make a test reservation, etc. **There will be no make-up tests; no exceptions.**

Tests are designed to take about 1 hour, but the time limit is set at 2 hours in case technology issues occur and students experience some downtime during testing.

Note that the final exam is not computerized. The final exam is a mandatory, comprehensive, traditional paper/pencil exam. All M118 students take the final exam during the pre-arranged common exam date/time, set prior to the beginning of each semester.

Make a Test Reservation

To reserve your test time, visit the M118 Reservation site: <http://in-sl070-sci.ads.iu.edu/mathres/>

Prior to each regular test, you should reserve your 2-hour testing timeslot. You will log into the reservation system using your IUPUI network id (username) and password.

Each student is strongly encouraged to make a reservation for a testing timeslot. The computer lab will not be able to accommodate large numbers of walk-in students; the majority of the computers will go to students with reservations. The only way to be sure that a computer will be available when you need it is to make a reservation.

You can reserve only one 2-hour testing timeslot. Cancellation policies make it difficult to cancel a reservation and make a new reservation. If you cannot make a reservation or have difficulty cancelling and rescheduling, you will have to walk in without a reservation.

Testing Lab Information

Location of the Computer Testing Lab is SL070.

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 9:00 pm (arrive by 7 pm)

Friday and Saturday: 9:00 am to 5:00 pm (arrive by 3 pm)

Please note that the Testing Lab is closed for Math M118 testing on Sunday. Also note that the lab closes at 9 pm Monday-Thursday and at 5 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 2 hours, but will have until the closing time of the lab to complete their tests.

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 contains fewer questions than the actual test, but should give you a good idea of the types of questions that you can expect and will allow you to get used to the testing environment and software. You can take the practice test multiple times; your results are not recorded.

Log in to MapleTA: <http://syrup.math.iupui.edu:8080/mapleta/>

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 M118 course web pages.

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 (graphing calculators are not permitted).

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/>

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 “Submit.” After you click “submit” 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, swipe or scan your Jagtag card and then be assigned to a computer testing station.

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.

You will need proctor authorization to begin the test and to grade the test. Raise your hand when the testing software prompts you for proctor authorization.

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

Beginning with Test 2, you can expect each test to contain a few review questions from previously tested material.

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 coordinators.

Joan Rainey jrainey@math.iupui.edu or Jeffrey Watt, jwatt@math.iupui.edu

Detailed Instructions for Testing

1. **Turn your cell phone off and store it away.** Show your **Jagtag** to the proctor. The proctor will then direct you to scan your ID card. The proctor will provide you with scratch paper and will assign you to a computer in the testing lab.
2. Double-click on the “Math M118” icon to open the login screen.
3. Log in using your **IUPUI network ID as the username**. Your initial password was set to be the lowercase letter p followed by the last 4 digits of your 10-digit university id number. **If you changed it, enter your revised password instead.** Click on the link to enter your class. Then click on the name of the current test, i.e. “Math M118 Test 1.”
4. **Raise your hand and a proctor will authorize you to begin the test.**
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.**
 - For partial credit multiple choice questions and matching questions, you will choose the answer for each part by selecting your responses from drop-down boxes.
 - **For “select all that apply” questions, you may choose one or more responses.** Click in the small box next to each correct response.
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 two hours is provided for completion of the exam. After two hours, the exam will be automatically closed. You will be asked to click on “Grade”.
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 exam. You will grade the exam only once, when your test is completely finished.**
11. **After completing all of the questions, click on “Grade”.** **Raise your hand and a proctor will authorize the grading of your test.** 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 TO HAVE YOUR RESULTS RECORDED IN THE GRADEBOOK.**
12. After you see 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.

Additional instructions:

1. No notes, books, cell phones or calculator covers are to be at your terminal area. Scratch paper will be provided. You can use a calculator, however graphing calculators and devices that store constants and programs are not allowed. 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.
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