Take Regular Quizzes/Exams

You will take 6 quizzes, 3 exams, a retake of one exam (optional), and the final exam in the Testing Center in Rendezvous 324. You must **schedule** these quizzes and exams **before** going to take them (see Schedule Quizzes/Exams).

**NOTE**: If you miss a deadline due to **not following the procedures** explained here, you will **receive a zero** on a quiz **or a 10 point penalty** on an exam.

To take a scheduled quiz or exam, go to the Testing Center in Rendezvous 324 at your scheduled time. **Bring your Bengal ID!** Also bring a pen or pencil. **Do not bring your own calculator.** You must use the installed calculator. The installed calculator is accessed by typing **calculator** in the **Search** box after clicking on the Windows icon (Start) at the lower left of the computer screen. **No books or notes are allowed.** You will be given colored scratch paper for quizzes, and special blue paper for exams. There is a bag rack where you can store your belongings (including cell phones, music devices and calculators) while you take the test.

*** Cell phones, i-pods, calculators, etc., are **not** allowed at the testing stations. ***

Seating occurs in the first 15 minutes of the testing session, so **you must arrive within the first 15 minutes**. Check in with the Testing Center proctor, who will check your Bengal Card, check the scheduling software to make sure you have the right session, and then assign you to a particular numbered station. Leave your belongings in the bag rack, get some scratch paper, and go to the station. Login to HLS like you normally would, and then be careful to **select the test that you have scheduled**. **Do not select a practice test!** (If you do select a wrong test, immediately inform the proctor and the course coordinator.) With the exception of the Final Exam, the software will only deliver a test if you **score at least 30%** on some attempt of the practice test. You have 40 minutes to complete a quiz, 60 minutes for an exam, and 120 minutes for the final exam. A clock on the screen shows the amount of time remaining. The test will end automatically -and submit your work- if time expires.

Note that there is **no partial credit on many test questions**, so **check your work and answers carefully before you submit your test**. To be eligible for partial credit on exams, you must **turn in the special blue papers before you submit your test** electronically. For quizzes, your scratch paper will be recycled unless you request that it be given to your instructor. **For exams, you must turn in all blue papers to be given to your instructor.** You will have about one week to **meet with your instructor to go over your blue paper work to see if you earn any partial credit**. About **one-half of the problems on exams are partial credit eligible**, so meeting with your instructor will be worthwhile. Students often raise their exam scores significantly by keeping partial credit appointments.

Once you start a quiz or exam, the only way to terminate it is to submit it. When you submit it, it will be graded, and the score is registered in the HLS gradebook. You will also be able to review your quiz or exam right after submitting it, but you will not be able to print it. **If you have questions** about test problems or how they are graded, then be sure to **meet with your instructor** to review your test.