

COURSENUMBER: CourseName Exam

Appropriate ways to take the exam:

1. This exam is open book. You may use your textbook or class PowerPoints or audio files to answer the exam questions. The plan is that you have studied these items and won't **NEED** to do so. Constantly looking at these resources will be much less time efficient, but you may need to do so, to put together ideas in new ways.
2. The internet can be a rabbit hole. This exam is designed for you **NOT** to start learning via Google. It is not forbidden, but also **not encouraged**.
3. Talking with classmates or any other individuals via any form of verbal or electronic communication **is a direct violation of the honor code**.
4. You must write in your own words and not copy the words of other (instructor, textbook or internet). Your document may be run through plagiarism software to verify that this is your own text. **Plagiarism is a direct violation of the honor code**.
5. You will be asked to indicate on the exam that you have followed the honor code and rules of this exam.

Exam Details.

1. The exam will be released to you at 12pm EDT. You can find and download the exam in the LMS ASSIGNMENT TAB.
2. Return the completed exam to the drop box within the same ASSIGNMENT TAB by 3PM EDT the same day. The exam is designed to take approximately 1 hour.
3. The exam will be shared as a Word document, which you should type directly into. **Please rename the document with your last name and save as soon as you receive it.** For example: LastName_CourseNumber_Exam2.doc. Please save often to prevent loss of your work.
4. The exam format will be essay questions, which are similar to those from the first exam. You will need to answer 2 medium essays (worth 12 points) (choosing from 3 choices) and 1 long essay (worth 24 points) choosing between two choices. There are sub-bullets on these essays to guide your answers.
5. If you wish to create diagrams or drawings, you may do so. Please take a picture and insert that into the Word document.
6. Some individuals have class conflicts and if you are one of those individuals, please let me know in advance, so I can adjust your timing.
7. I will be available on Zoom during this exam period using our normal class meeting link. If you have questions about the exam, please join the zoom meeting at this link: **[insert your zoom meeting link here]**. **Please speak up if you join the meeting, as I will be doing something else on the computer and might not see you joined the meeting.**
8. I will check the LMS at 3PM and verify submission. If your exam is not there, then I will be in touch with you via e-mail.
9. **If you have questions before or during the exam, please don't hesitate to ask. This process is new to us all!!**