**Course Code, Section & Course Name**

**Test Preparation Tool**

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| **Test Information** | |
| Flip calendar outline | **Date**: Tuesday, December 14, 2021  **Time**: 2 p.m.  **Room**: 326 |
| % | **Weight of Test**: 25% of final grade |
|  | **Assessment Information: Test 2**   * Units 4, 5 and 6 * Chapters 6 to 10 |
|  | **Format of Test**   * Closed-book test/Open-book test * 60 multiple-choice/true-false questions * 4 short-answer case-studies (5-points each) * Total points: 80 |
|  | **Time**: 90 minutes |
| **Tools & Materials** | |
| A picture containing text  Description automatically generated | **Required**   * Student Card/Identification * Pen/Pencil * Other   Note: students are NOT permitted to share anything during the testing period; come prepared. |
| Bubble Tea outline | **Permissible**   * List any permissible material or tools * i.e. one double sided note sheet that must have your name on it and must be submitted with the test, etc. * i.e. bottle of water with label removed |
| Icon  Description automatically generated | **Prohibited**   * ALL other tools and materials are prohibited in the test area, including but not limited to: * Cell phones * All electronic devices including earbuds and smart watches |

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| **Protocol: Entry to Test** | |
|  | **Arrive on time**  • The test will begin promptly  • If you arrive late, you will not be given extra time  • If you arrive late, you may not be permitted to write the test |
| Text  Description automatically generated | **There are no breaks allowed during the testing period**   * Be sure to use the restroom before arriving to your test room |
| Earbuds with solid fill | **Place all prohibited items in backpack before entering test area.**   * If you have any prohibited items with you, place them in backpack before entering test room; this includes any notes. * Turn cell phones off before placing in backpack * Keep only student ID card and permissible items with you |
| Backpack with solid fill | **Place all items at front of test room upon entry**   * Backpacks, bags, purses, computers, folders, notebooks, loose papers, coats must all be placed at front of room; prohibited devices must be turned off and out of sight. |
| Baseball hat with solid fill | * Remove ballcaps or move visor to the back. |
| **Protocol: During Test** | |
|  | **Listen for instructions and follow directions**   * Take seat as directed; stop talking & listen attentively * **Do not open test until instructed to do so** * Your may be asked to move seats by instructor or proctor at any point during the test; if asked, do so with minimum disruption |
|  | **Do not communicate with any other student in any way during test**   * Keep your eyes on your own test * Keep your test flat on the desk * If you have any questions or need anything during test (i.e. eraser), raise your hand and ask proctor |
|  | * Time will be announced at 30-minute intervals * You may not leave test area in the first 30 minutes of test * All students must remain seated in the last 15 minutes of test |
| Protocol: Test Exit | |
| Contract with solid fill | **Follow directions for test submission**   * If you are finished test during the period in which you may leave, ensure your name is on test and collect all items before coming to front. You may not return to test area after submission. * You must **personally hand the test to the instructor/proctor**. If instructor is not momentarily available, you must wait. * Produce student ID card and sign-out as directed. * Leave quietly. Re-entry during test is not permitted. |