

# Instructions for Taking Quarterly Exams

**Print this document and use it during the exam.**

## I. Read All Before Taking Exam

1. The exam is timed. It cannot be saved or paused. It must be completed in one sitting. Please tell your parents, siblings, etc not to interrupt you.
2. Don't open the exam until you are ready to take it or you will receive a 0.
3. **Parents should supervise students during exams.**
4. Study for the exam using the **Study Instructions** linked above the link to the Exam.
5. Gather Supplies: scientific or graphing calculator, paper, and pencil.
6. **Do not** use formula notebook, notes, terms, or anything else. If a complex formula is needed, it is provided in the question.
7. **If you have Technical or Grading Issues:** First, complete all the questions you can and submit it. Then, have a parent complete the eLearning Grade Change & Reset form on the Course Home page and we can add points.
8. The exam can be taken twice and the scores are averaged. (see Section IV).

## II. Take the Exam (1 hour and 15 minutes time limit)

- Do not guess! Only one attempt is allowed on each question.
- Solve each problem on paper first.
- Enter the answer and click Submit.
- When all questions are completed, click Finish Attempt, then Submit All & Finish.

## III. Correct Missed Problems

1. The Results page is now displayed with the correct answer for each question.
2. Start a new page of notes titled, "Quarterly Exam 1 Corrections".

3. For each missed question, look at the correct answer, then attempt to solve the problem on your paper correctly. Do this for all missed problems, then go to step 4.
4. For all missed problems you were unable to correct in step 3 do the following:
  - i. At the top of the Results page, select the Lesson Reference Chart next to Feedback.
  - ii. Watch the video lesson that problem was originally taught in (see Lesson Reference Chart)
  - iii. After each example problem is taught, pause the video and solve the problem on paper.
  - iv. Attempt to solve the missed problem from the exam on your Corrections page.
  - v. If you can't mark it on your Corrections page.
5. For any problems you can't correct, [contact Dr. Shormann](https://diveintomath.com/ask-dr-shormann-a-test-or-homework-question) (diveintomath.com/ask-dr-shormann-a-test-or-homework-question)

#### **IV. Optional: Take the Exam Again (1 hour and 15 minutes time limit)**

If you would like to improve your grade and receive credit for your corrections, follow the steps below. The grades of both attempts are averaged.

1. **Before taking the exam again, show your Results and Corrections pages to your parent** (see Section 3 above).
2. Use your correct answers from attempt 1 and your corrections.
3. Follow the steps in Section II above to take the exam again.
4. The grades for the two attempts are averaged, which will raise the grade no more than 10%.