



Alabama School of Ministry Student:

The summarized rules and procedures for taking the exam and completing the course are as follows (details should be read in the ALSOM Handbook):

1. This is a closed book exam. No use of notes, recordings, textbook, Bible, Study Guide, or the assistance of another person is permitted.
2. Students receive no credit for this course unless their final exam grade is 70 or above, all class requirements are completed, and class tuition is paid.
3. If the student was assigned any extra makeup work (such as required collateral reading, OR writing a paper) due to missing this class period, the student must, a) score at least 70 or above on this exam and b) either complete the collateral reading OR make a passing grade on other assigned makeup work (paper) in order to pass.
4. **Test taking policy:**
 - i. You will take the online exam without the use of any notes, recordings, textbook, Bible, study guide, or the assistance of any other person.
 - ii. You have carefully read the entire textbook.
 - iii. You have carefully read, listened to, or watched all additional assigned reading or other media for this course in their entirety.
 - iv. You have studied the textbook plus any additional assigned reading or other media for a total of at least 10 hours or more.
 - v. You have prepared for the exam using only ALSOM-approved study aids.
 - vi. You will have 90 minutes to take the test.
 - vii. You will take the test in one sitting.