

Instructional Module 4 Testing Procedure

- Students with special accommodations see the instructions from Mrs. Timmerman.
- Students are expected to adhere to the CSON testing policies regarding dress, use of electronic devices, and honor code at all times. See Student Handbook.
- Students are to **meet in the IM4 classroom at 10 minutes before** the exam start time listed on the IM calendar.
- Students will have a prayer, announcements, and attendance taken in the classroom. Students will be asked to show their badges before leaving the room.
- **Leave all electronic devices & watches in the classroom.**
- Peppermints and extra earplugs are available in the classroom.
- Students are to exit the classroom and go to the LRC and log onto their computers by the designated start time.
- Paper and pencil will be provided in the computer lab.
- Student can use their scratch paper to make notes or “brain dump” **AFTER** they have logged in and the Exemplify timer has started.
 - o Double click Exemplify and follow prompts to sign on
 - o If exam name says “DO NOT ENTER” do not open that exam, it is reserved for those with specific testing needs.
 - o Exam password is same as exam name. The same password will be used for the review
 - o **Verify your exam has uploaded successfully.** (green screen).
 - o Close all the windows & RESTART the computer
 - o Leave paper & pencil at your computer
- Students are expected to have exams uploaded and exit the LRC by the designated stop time on the IM calendar. Exceptions will be made only for *major* IT difficulties.
- If a student has a question regarding an exam item, they are to email the instructor who taught the content within 4 hours of the exam end time written on the IM4 calendar.
- Exam grades will be posted within two school days after the exam. Class Representatives can text the Course Facilitator if the exam results are not available by 1530 on the second day.

Remember to wear yellow to bring good luck!

The IM4 Faculty