

Instructional Module 4 Testing Procedure

- Students with accommodations see the instructions from Student Retention Coordinator.
- Students are to adhere to the CSON testing policies regarding dress code, use of electronic devices, and honor code. **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 are to show their badges or driver's license before leaving the classroom.
- **Leave all electronic devices & electronic 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. Please allow the instructor to go first & open the door for you.
- Paper and pencil will be provided in the computer lab. **Do NOT bring personal pen/pencil.**
- **Student can use their scratch paper to make notes or “brain dump” AFTER they have logged in and the Exemplify timer has started.**
 - Double click Exemplify and follow prompts to sign on.
 - If exam name says “DO NOT ENTER” do not open that exam, it is reserved for those with specific testing accommodations.
 - Exam password is same as exam name. The same password will be used for the review
 - **Verify your exam has uploaded successfully.** (green screen).
 - Close all the windows & RESTART the computer.
 - 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 2 hours of the exam end time written on the IM4 calendar.
- Exam grades will be posted within two school days after exam. Class Representatives can text the Course Facilitator if exam results are not available by 1530 on the second day.
- If you are tardy/absent for an exam. See Student Handbook.

The IM4 Faculty