Test Instructions for Multiple Choice Tests

Dear ALL: The experience of years of administering tests in my classes has led to these set of test instructions. Please go through them carefully. DO NOT COME TO THE TEST before you have read and understood them. In fact, you will be required to sign a disclaimer on the test itself that you have read, understood and agreed to comply with these instructions.

INSTRUCTIONS

(1) Try to answer as many questions as you can on the test within the time limit allocated.

(2) You must select responses that reflect comprehension of class proceedings and assigned readings; therefore, in those instances where there may be more than one correct response to a question, select the response that provides the most complete information **relative to the other responses**.

(3) For each question select only ONE response. **Do not** bubble in more than one response because the machine (the test scanner), at the computing center, where your test will be processed, will not scan your test.

(5) All questions are of equal value.

(6) On the test itself circle the letter next to the correct option **AND** write it **in capitals** on the appropriate lines in the margin as well.

(7) You must write your names on ALL the test sheets. (Misplaced sheets without names on them will be considered permanently lost).

(8) **There is a time limit on all tests in this course. Your test may be rejected by the instructor if you attempt to go past the time limit.**

SCANTRONS

(1) If a scantron sheet has been provided, then that must be completed **AFTER** you have completed the test (but within the time allocated for the entire test) so that no erasures are necessary and there are no mistakes. (Poor erasures can lead to the rejection of the test by the scanner at the computing center.)

(2) Be sure that you fill in the appropriate answer bubbles carefully, as shown at the top of the scantron sheet. Note: your scantron score supersedes any other score because it is your responsibility to ensure that that the answers you indicate on it are the ones you intended.

(3) Be super careful about ensuring that you have bubbled in your last name, first name (per school records), and Student ID # *on the back of the sheet*. Failure to do this WILL lead to the rejection of the test by the scanner at the computing center.

(4) **Repeat: failure to comply with these requirements will result in the rejection of the test by the scanner at the *computing center*.** If the computing center returns your test without processing it because of missing and/or incorrectly placed information, then your test will have to be, first, located and then, second, graded manually—*in which case you will automatically get TWENTY* percentage *points deducted from your test*. Stupidity, which may be defined here as intellectual laziness, must carry a penalty (most especially when it inconveniences others).

ALERTS

(1) There are no "trick" questions on tests in this class. If you think you have found a trick question then it simply means you do not know the material.

(2) In some rare instances selection of a correct option may render the entire question ungrammatical—don't have a cow over this, just relax.

(3) Tests in this course do NOT measure your intelligence. The tests are designed to only measure how much studying you did (if any) of course material *and* whether you were paying attention if you came to class. (By the way, you will quickly learn that skipping classes in this course can be very costly.)

(4) No test can cover everything that is assigned in a course. Moreover, you are not doing this course in order to take tests. Therefore, if there are no questions on material that you bust your guts studying—most likely at the last minute with an "all-nighter"—do not despair; you have not wasted your time because you are now more knowledgeable than you were before. (Smile)

(5) All tests in this course will cover *some* or *all* material specified in: (a) the syllabus packet; (b) the announcements on your class home page on the web; and (c) announcements in class.

(6) Just because you took a test in a given class does NOT mean you should skip the next class.

(7) Test scores will be posted via a link on the class home page as soon as they are *e-mailed* by the computing center (therefore, it will be your responsibility to keep track of how you are doing in this class).

(8) Always check to see if the test continues on the other side of the sheet.

(9) If you are allowed to consult a dictionary in this test, then you are NOT permitted to ask about a meaning of a word.

(10) **If you have taken a test and your test score is missing, i**t will be your responsibility to bring this matter to my attention IN PERSON immediately so that we can begin the process of locating your tests and determining what went wrong. Your failure to alert me about this problem IN PERSON will imply that you do not care about your score (in which case the score will not be part of the computation of your final course grade).

(11) **The instructor reserves the right to reject your test for failure to adhere to any of the above instructions.**

(12) **Go through these instructions once more.**