

## Instructions for Quizzes

- *Purpose:* The main purpose of a quiz is to determine if (a) you did your homework and/or you came to class and paid attention to class proceedings, and if so, (b) you did it diligently. Ergo, your responses must provide sufficiently detailed information that reflect accomplishment of these two objectives. ← Read this sentence again.
- *Coverage:* A quiz will cover **some or all** (a) assigned homework and (b) any supporting class discussions.
- *Privilege:* You can use handwritten notes to help you write your answers, but nothing else. (However, this privilege may be withdrawn for *unprofessional* behavior.)
- *Warning:* illegible or untidily written responses will **not** be graded; instead, you will be assigned a big fat zero.
- *Time:* Quizzes must be completed in the time allocated.
- *Method:* Do not begin a quiz until you have gone through it in its entirety to determine if there is any wording you don't understand so we can deal with it. After the quiz has commenced you are not permitted to ask any questions.
- *Make-up:* Quizzes cannot be made up unless you have a bona fide documented excuse. ← Read this sentence again.
- *Bonus Points:* From time to time bonus questions may appear on a quiz to help you earn extra points. (However, this privilege may be withdrawn for *unprofessional* behavior.)
- *Grading:* Quizzes will be (a) graded question by question, and not person by person; and (b) each response will be compared with others to determine how many points out of the total allocated for the relevant question must be assigned for the response.
- *Scores:* Scores will be posted online after the quiz has been graded. For each person, scores will be presented on a question-by-question basis.
- *Points:* Points for letter-grade equivalents: A =97-100; A- =93-96; B+ =90-92; B =85-89; B- =80-84; C+ =73-79; C =66-72; C- =60-65; D+ =55-59; D =51-54; F =0-50.
- *Review:* You may come during my office hours to review your graded quiz if you are honestly convinced that a particular question received fewer points than it deserved. ← Do not use this opportunity to come on a fishing expedition for points. If necessary, I may decide to regrade your entire quiz to determine if I have made error(s) in giving you either *more* OR *less* points than you deserved. (Your total points for the quiz may then be adjusted accordingly.)