

MEMORANDUM

To: MAT 008/12/51 Faculty
 From: Jenna Hirsch and Ellen Inkelis, Remedial Coordinators
 Date: 11/29/24/14
 Re: End of Term Exam Procedures for MAT008/12/51/56

NEW this semester:

- Post Departmental Final and CUNY scores on the online MYMathLab or WebAssign gradebook.
- MAT12/51 Instructors will have the option to give Final Exam on the 13th or 14th week of classes.
- MAT 8 exam packet will include a recommended grading rubric (for partial credit) for fill-in questions #21-24.
- All exam packets will include 2 versions of exams.

*Note: Check that all MAT12/51 registered students' names appear on official roster. If not, contact the Registrar's office immediately. A student will **not** be permitted to take the CUNY Exam if name is not listed on the class roster.*

Picking up the Departmental Final:

MAT 8 Departmental Final will be available for pickup in the Math Lab (S535) **beginning on Monday 12/8.**
Second Try of the MAT008 Final(different version) will be available for pick up beginning on **Monday 12/15.**
 Faculty who teach after 4pm on Fri/Sat or on Sun, pick up exams from Sandra Rumayor in S727.

MAT12/51 Departmental Final will be available for pickup in the Math Lab (S535) **beginning on Monday 12/1.**
 Faculty who teach after 4pm on Fri/Sat or on Sun, pick up exams from Sandra Rumayor in S727.

MAT56 Departmental Final will be available for pickup in the Math Lab (S535) **beginning on Monday 12/15.**

PAAE Retake Exam will be available for pickup in the Math Lab (S535) **beginning on Monday 12/15.** At the time of pickup, indicate how many copies of the PAAE will be needed.

Finals should be picked up **the same day as the exam whenever possible**, or **after the class meeting that preceded the final.** (For example, a section with a Tues exam may pick up the final after class on Thurs) **Only in extreme cases the early pickup can be granted- such as for faculty teaching off-campus or teaching on weekends. After picking up final exams, keep them on your person, or in a locked cabinet or desk at all times.**

I. MAT 8**MAT 8 In-Class Departmental Final Exam****Eligibility:**

All students that passed the Midterm and /or successfully completed all Intervention Assignments (after failing Midterm Exam) must take the Departmental Final Exam.

Schedule:

First try: Takes place **in class** during the 14th week from **Tues 12/9 – Mon 12/15.**

Second try: Students that failed or missed the first try will take the Departmental Final Exam during Finals Week - **Tues 12/16 – Mon 12/22.**

(It will be necessary to schedule an appointment with each student during finals week.)

II. MAT12**1. MAT12 In-Class Departmental Final**

Eligibility: All MAT12 students must take the Departmental Final Exam. **Only one try.**

Schedule: MAT12 in-class Departmental Final can take place during **the 13th wk or 14th wk from Tues 12/2-Mon 12/15.**

2. Computerized CUNY Wide Math Exam

Eligibility: All MAT12 students must take the CUNY Wide Math Exam.

Schedule: **Tues 12/16- Mon 12/22** The CUNY Wide Math Exam scheduled date and room assignment for your MAT12 section is posted in the Math Dept., the Adjunct Office and on the Math Dept. bulletin board.

3. Retake of the PAAE during Finals Week

Eligibility: Student in MAT12 who failed the Pre-Algebra Assessment Exam (PAAE) during the 6th week- It is strongly recommended that students complete the Intervention assignments before retaking the PAAE.

Schedule: It will be necessary to schedule an appointment with each student to retake the PAAE during Finals week **Tues 12/16- Mon 12/22.**

III. MAT51

1. MAT51 In-Class Departmental Final

Eligibility: All MAT51 students must take the Departmental Final Exam. **Only one try.**

Schedule: MAT51 in-class Departmental Final can take place during the 13th wk or 14th wk from 12/2 – 12/15.

2. Computerized CUNY Wide Math Exam

Eligibility: All MAT51 students must take the CUNY Wide Math Exam.

Schedule: Tues 12/16- Mon 12/22 The CUNY Wide Math Exam scheduled date and room assignment for your MAT51 section is posted in the Math Dept., the Adjunct Office and on the Math Dept. bulletin board.

On the Day of the CUNY Wide Math Exam

- The Professor must meet students at the designated testing room. Alternatively, the Professor may want to meet the class in the regular classroom and escort the students promptly to the testing room. **DO NOT BE LATE for the exam.**
- If a Professor is late or not present, the entire class will not be admitted to testing room at that scheduled time.
- The Professor must remain near testing room to identify late comers and help with other situations that may arise.
- The test will be proctored by testing staff.
- Students must have a BMCC ID (or a photo ID). Without a photo ID, students will not be permitted to take the exam.
- Students must have their CUNY First ID. (ID # found on class roster)

Note: A student will **not** be permitted to take the CUNY Exam if name is not listed on the class roster. Check that all of your registered students' names appear on the roster. If not, contact the Registrar's office immediately before exam.

The Exam Packet will include: Final Exams, Final Exam procedures memo, class roster

Only for MAT 12/51: the Project Advance form, Only for MAT 8: a recommended grading rubric

Grading of Final Exams

- Instructors must post Departmental Final and CUNY Exam scores on the Webassign or MyMathLab online gradebook.
- Instructors must submit the Final Exam scores to the Math Lab (S535) on the class roster that was included in the exam packet.

Note: The original Departmental copies, with all scratch paper must be collected and kept for Two Years in your office or at home. (DO NOT return Final Exams to the Math Lab.)

CUNY Exam Score Availability

As soon as the CUNY Exam scores are received from CUNY(48 HRS-72HRS), they will be placed in mailboxes and emailed. In order to receive the CUNY Wide Math Exam scores by email, **YOU MUST SEND YOUR CORRECT WORKING EMAIL ADDRESS** to mjqai@bmcc.cuny.edu **Do not contact the Testing Office for scores.**

Evaluation and Student Requirements

The final grade in MAT 8/12/51 will be a passing grade of S, or a failing grade of R. **Please follow the Evaluation Requirements found in your course syllabus.**

Changing Placement for Students Who Have Failed MAT12

Students in MAT12 who passed the Pre-Algebra Assessment Exam (**PAAE**), but failed the CUNY Wide Math exam are qualified to have their placement changed from MAT12 to MAT51. Instructors who have such students should send email to jhirsch@bmcc.cuny.edu with student's full name, CUNY First ID, course and section number by **May 26** Include "change of placement" as a subject of the email. Note: the CUNY First student ID is on the class roster.

Students That Have Failed MAT12/51

Select students that failed MAT12/51 and meet the Project Advance requirements will be permitted to register for Project Advance. The **form and requirements** for Project Advance will be placed in the Departmental Final Exam packet.

Students Absent for CUNY Exam must obtain a permission form from the Mathematics Department to schedule a testing date. The make-up date for the CUNY Exam-**Tues December 23**. (If needed due to weather conditions)

No CUNY Exam can be scheduled before 12/16.

If you have any questions regarding this memo, please contact:

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