

## MEMORANDUM

To: **MAT 12 Faculty**  
 From: Ellen Inkelis and Susan Licwinko, Remediation Coordinators  
 Date: 2/28/15  
 Re: **6<sup>th</sup> Week Departmental PAAE (Pre-Algebra Assessment Exam) Procedures**

**UPDATES SPRNG 2015**

**\*\* NEW\*\*** Instructors must post PAAE, Final, and CUNY Exam scores on the MyMathLab grade book. The grade book for each section has been set up to enter exam scores. Easy-to-follow Instructions will be distributed.

**\*\*NEW\*\*** Intervention assignments, because they are not supervised, cannot be used as a substitute for the standardized PAAE Exam. Students who fail the PAAE on first try must retake the exam.

**\*\*NEW\*\*** A student who obtains a passing score of 70% or higher on the PAAE is eligible for an upgrade to MAT 51 regardless of course performance and/or attendance history.

**\*\*NEW\*\*** Remediation Website for Instructors: [bmccremmath.commons.gc.cuny.edu](http://bmccremmath.commons.gc.cuny.edu)

**6<sup>th</sup> Week MAT 12 PAAE EXAM (Pre-Algebra Assessment Exam )**

**Pick up dates:** available starting on Wed 3/4 in Math Lab RM S535.\*

**First try:** Administer during the “6<sup>th</sup> week” of classes. 6<sup>th</sup> Fri 3/6 - 6<sup>th</sup> Thur 3/ 12.

**Second Try:** Administer, by appointment, during Finals Week- Sun 5/17-Sat 5/23.

\*Faculty who teach after 4pm on Friday, Saturday or on Sunday, will pick up the PAAE from Sandra Rumayor in S715J ([srumayor@bmcc.cuny.edu](mailto:srumayor@bmcc.cuny.edu), x8325).

**Note:**

- PAAE should be picked up the same day as the exam whenever possible-otherwise they should be picked up after any class meeting that precedes the PAAE. (For example, a Tues/Thurs section may pick up the midterm after class on Tues for a Thurs test, or after class on Thurs for a Tues test.) Only in extreme cases can an early pickup be granted, such as for faculty teaching off-campus or teaching on weekends. After picking up exams, keep them with you, or securely locked in a cabinet or desk at all times.
- Instructors may review the PAAE in class or in their offices.
- Students may not keep PAAE Exams or any scratch paper.
- PAAE Exam contains twenty multiple-choice and four fill-in questions.
- The use of calculators is not permitted.

**Grading and Submitting PAAE Scores:**

- Please grade the PAAE as soon as possible. This will allow students with low scores more time to complete the intervention assignments!
- **\*\* NEW\*\*** Instructors must now post PAAE, Final, and CUNY Exam scores on MyMathLab. The grade book for each section has been set up to enter scores. Easy-to-follow instructions will be distributed.
- Please post scores on the MyMathLab grade book by Friday March 20.

- A class roster will be placed in the PAAE exam packet. After grading, enter PAAE scores on roster provided and submit the completed roster by Friday March 20 to the Math Lab (S535) or to Sandra Rumayor in S715J (depending upon where you picked up the exams).

## **Intervention Assignment Policies**

### **Purpose:**

- Online Intervention Assignments were created to provide extra needed practice.

### **Requirements:**

- All students with a PAAE Exam score lower than 70% must complete all of the online Intervention Assignments.
- Students should obtain a score of at least 70% per each intervention assignment

**Exempt:** Students who pass the PAAE with a score of 70% or higher are exempt.  
Students who are exempt should still be encouraged to use the Intervention Assignments as extra practice.

### **Note:**

- All students can redo each intervention assignment until a score of 70% or higher is achieved.
- All of the online Intervention assignments are titled "Intervention".
- As an incentive for all students, an instructor may replace the lower midterm score with the higher average of intervention scores. Remind the student that the higher intervention score will boost his or her overall course average.
- At the discretion of the instructor, it is possible that students could receive an R grade if their intervention scores are below 70%.
- All students will be allowed to take the in-class Final Exam regardless of the intervention scores.

**A copy of the Intervention Referral Forms will be placed in instructors PAAE Exam packet.**  
Instructors should give each student (except those that pass the PAAE) a copy of the *Intervention Referral Form*. You may also pick up a copy in the Math Lab, the Math Department, and online:  
[bmccremmath.commons.gc.cuny.edu](http://bmccremmath.commons.gc.cuny.edu)

### **PAAE Exam Packet**

The packet will include:

1. PAAE Exams
2. Class roster
3. Intervention Referral Form

Thank you in advance for all your efforts here at BMCC. We welcome your comments or suggestions that will make a more productive and successful semester. Looking forward to hearing from you.

If you have any questions regarding this memo, contact:

Susan Licwinko [slicwinko@bmcc.cuny.edu](mailto:slicwinko@bmcc.cuny.edu) or Ellen Inkelis [einkelis@bmcc.cuny.edu](mailto:einkelis@bmcc.cuny.edu)

Kindest Regards,  
Ellen and Susan