

MEMORANDUM

To: MAT 8/12/51/56 Faculty
 From: Ellen Inkelis and Jenna Hirsch, Remediation Coordinators
 Date: 11/29/16
 Re: End of Term Exam Procedures for MAT 8/12/51/56

Important Reminders This Semester:

- **NEW: For MAT 12 / 51 ONLY:** Calculators(no graphing calculators) can now be used on Final Exam and CEAFE
- **NEW: Updated CEAFE sample exams(form C,D, & E)-emailed to Yahoo groups, available in the Math Lab rm S535 and on CUNY website: www.cuny.edu/testing**
- **NEW: Calculators can be borrowed from the Library – seven day loan**
- **Post** Departmental MAT 8/12/51 Final and/or CEAFE scores on the online MYMathLab or WebAssign grade book.
- **Submit** roster for MAT 8/12/51/56 Final and/or CEAFE scores to the Math Lab room S535.
- **Submit** list of MAT 12 students who passed PAAE(see info on page 2)
- **Inform** student of the CEAFE schedule now. Emphasize that students must take the CEAFE with class as scheduled.
- MAT12/51 Instructors will have the option to give Final Exam on the 13th or 14th week of classes.
- 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 Mon 12/5.**

Second Try of the MAT 8 Final(different version) will be available for pick up beginning on **Mon 12/12.**

Faculty who teach after 4pm on Fri/Sat or on Sun, pick up exams from Karen Ehrlich in S727.

MAT12/51 Departmental Final will be available for pickup in the Math Lab (S535) **beginning on Mon 11/28.**

Faculty who teach after 4pm on Fri/Sat or on Sun, pick up exams from Karen Ehrlich in S727.

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

Faculty who teach after 4pm on Fri/Sat or on Sun, pick up exams from Karen Ehrlich in S727.

PAAE Retake Exam will be available for pickup in the Math Lab (S535) **beginning on Mon12/12.** At the time of pickup, indicate how many copies of the PAAE will be needed.

Faculty who teach after 4pm on Fri/Sat or on Sun, pick up exams from Karen Ehrlich in S727.

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 MAT 8 students must take the in-class Final Exam. **two tries**

Schedule:

First try: 14th week **Tue12/6-Mon12/12**

Second try: Finals Week **Wed 12/14-Tue 12/20** for students that failed or absent for the first try
 (It will be necessary to schedule an appointment with eligible student.)

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

Eligibility: All MAT12 students must take the in-class Departmental Final Exam. **only one try**

Schedule: During the 13th wk or 14th wk- **starting from the 13th Tue 11/29- to the 14th Mon 12/12**

2. CEAFE (CUNY Elementary Algebra Final Exam)

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

Schedule: **Wed 12/14 -Tue 12/20-- Posted in Math Dept**

3. Retake of the PAAE during Finals Week

Eligibility: MAT12 students 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: **Wed 12/14 -Tue 12/20** - schedule an appointment with each student to retake the PAAE during

Finals Week.

III. MAT51

1. MAT51 In-Class Departmental Final

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

Schedule: During the 13th wk or 14th wk - **starting from the 13th Tue 11/29- to the 14th Mon 12/12**

2. CEAFE (CUNY Elementary Algebra Final Exam)

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

Schedule: **Wed 12/14 -Tue 12/20-- will be posted in Math Dept.**

On the Day of the CEAFE

- 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 computerized 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 latecomers 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 In-Class Final Exam Packet will include 2 versions of the Final Exams and class roster.

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.)

CEAFE Score Availability

Scores will be placed in mailboxes and emailed as soon as the CEAFE scores are received from CUNY(48 -72hrs)

In order to receive the CEAFE scores by email, **YOU MUST SEND YOUR CORRECT WORKING EMAIL ADDRESS to mjagai@bmcc.cuny.edu** **Do not contact the Testing Office for scores.**

Evaluation and Student Requirements

The final grade in MAT 8/12/51/56 will be a passing grade of S, or a failing grade of R or WU. **Please follow the Evaluation Requirements found in your course syllabus.**

Upgrade to MAT 51 for MAT 12 Students who Pass PAAE and Receive R or WU

Eligibility: All MAT12 students who passed the Pre-Algebra Assessment Exam (PAAE) but received an R or WU grade, are qualified to have their placement changed from MAT12 to MAT51.

Procedure: Email list of students to jhirsch@bmcc.cuny.edu by **Fri 12/23.**

Include "change of placement" as a subject of the email, student's full name, CUNY First ID (ID located on class roster), course, and section number

Students That Have Failed MAT12/51

Select students that failed MAT12/51 and meet the Winter Immersion Program requirements will be permitted to register for Winter Immersion. The form and Immersion requirements will be distributed.

Students MUST take CEAFE with Class as Scheduled The Testing Office will only allow make-ups for the CEAFE in EXTREME circumstances. Please advise those individual students that they may only make up the CEAFE if their situation falls into the category of extreme. The math department may require documentation as evidence of a medical or personal emergency. Students must obtain a permission form from the Mathematics Department to schedule a testing date with the Testing Office. The CUNY Exam will not be scheduled before **Wed 12/14.**

If you have any questions regarding this memo, please contact: Jenna Hirsch jhirsch@bmcc.cuny.edu

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